

HOCKING TECHNICAL COLLEGE

1986-89

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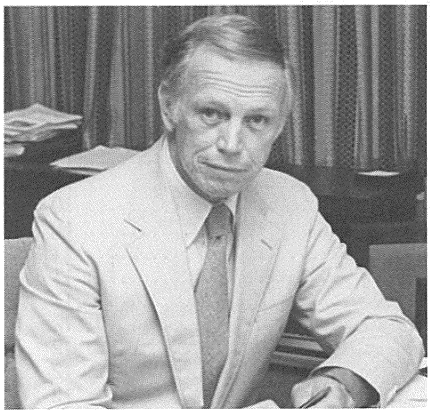
Programs and curricula at Hocking Technical College are reviewed periodically to meet the needs of business and industry. Consequently, curricula and programs listed in this catalogue are subject to change. The information contained therein is not to be construed as a part of the enrollment contract.



Welcome to Hocking Technical College. You are joining a dedicated and friendly group of students and staff.

HTC — your college — has the finest facilities, the best faculty, nicest location, most innovative programs and greatest number of educational alternatives of any two-year college in perhaps the entire country. Am I boasting about your college? No, but I am biased and optimistic. We will offer you an action packed, relevant and laboratory-field experienced education in the technology of your choice.

We are proud of our college, its students and its graduates. It is our intent to make you proud of yourself as well as HTC.

Hocking Tech, an accredited state-assisted two-year college, was chartered in 1969. With its location proposed in a sparsely populated rural area and opening with all new programs, many people in the state predicted that the college would be too small and couldn't make it. With over 4,000 students, Hocking Tech not only survived, but is one of the largest of the 56 two-year campuses in Ohio and enjoys a fine reputation nationally.

We look forward to your helping improve this fine reputation with the proper balance of hard work, long hours of study and some fun along the way. The work and education ahead of you will not be easy, but it will be worth the effort.

John L. Light

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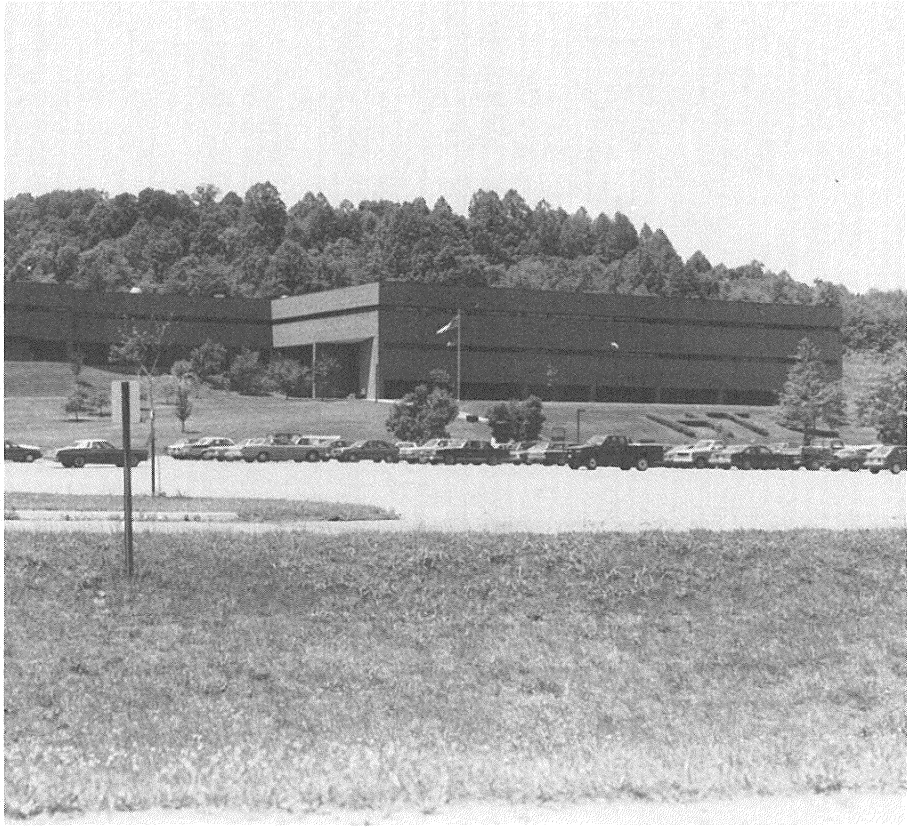
LAKE ERIE
NATURALIST

ABOUT HTC

"HTC has helped me to obtain a quality education, one that will meet the demands and challenges of the very competitive business world."

—Anthony Burford, student



Hocking Technical College is a two-year college where the accent is on "learning by doing"—a good place to gain technical knowledge and personal skills for a successful career. Students learn in well-equipped labs and training facilities with an outstanding faculty and staff, whose emphasis is on personal interaction with students. The college is located near Nelsonville in Southeastern Ohio. Its 250-acre campus is surrounded by the Wayne National Forest, and several state parks are within easy driving distance.

Offering associate degree and technical certificates in more than thirty programs, Hocking Technical College was chartered by the Ohio Board of Regents in 1969. Accredited by the North Central Association of Secondary Schools and Colleges, Hocking Technical College is a member of the American Association of Community and Junior Colleges, the Ohio Organization of Technical Colleges, and the Ohio College Association.

Several of the college's technologies were the first two-year programs of their kind either in Ohio or in the nation. Hocking Technical College is the only institution in the world offering a two-year degree in Heat Processing. The Ceramic and Compressed Natural Gas (CNG) programs were firsts in the United States, and the Forestry, Environmental Management, Broadcast, Corrections, Emergency Medical, and Travel and Tourism programs were firsts in Ohio. The Culinary Arts and Hotel/Restaurant Management programs took the lead in training students in the college-owned and operated, million-dollar facility—the Hocking Valley Inn.

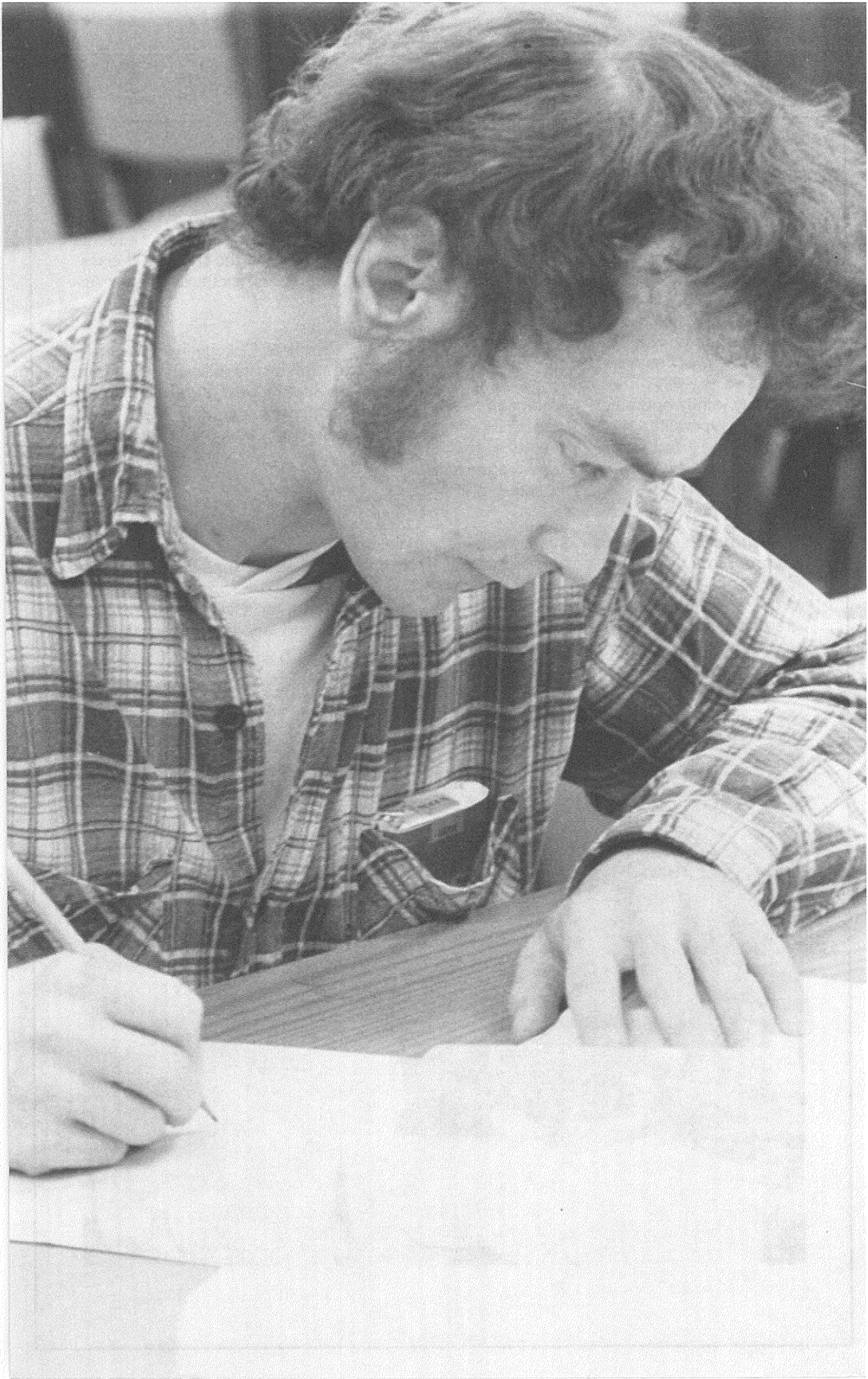
Programs at Hocking Tech keep abreast of the constantly changing needs of business and industry. High technology laboratories contain state-of-the-art engineering and computer science equipment, and computer assisted drafting (CAD) systems are part of the Drafting and Design program. A new culinary arts and hotel/restaurant lab is located in the Hocking Valley Inn, where an innovative business venture between HTC and the AAA Travel Agency created the only jointly-operated AAA office in the country. Operating oil and gas wells on campus are used to train students in the Oil Well Drilling and Production program and in short term courses in rotary and cable-tool drilling.

Because of the number of unique technical programs offered at Hocking Technical College, its student body is made up of people of all ages, backgrounds, geographic origins and interests. Students represent all 88 Ohio counties, 28 states and 26 foreign countries. Over 4,000 students select from more than 30 associate degree or certificate programs by enrolling in either day or evening classes. Students also choose between the traditional classroom or self-paced methods of instruction.

Hocking Technical College believes in itself and its students. Its mission has always been to provide the best and most current technical education not only to industry, but to the students and the communities served.

Come visit the college and judge for yourself! See that HTC is all it claims to be. Make your reservation to stay at our 40-room Hocking Valley Inn, or contact the HTC/AAA office (614-753-3510), also located in the Inn, for assistance in making travel plans and securing accommodations.





SERVICES FOR STUDENTS

"I feel I'm a part of the college, not just a student on campus for a couple of years. Everyone is helpful and you just can't help but feel that you belong."

—Jerry Vickroy, student

Advisory Committees

Advisory Committees are sometimes referred to as "windows of the school," with the school looking out into the community and the workplace and employers and community leaders looking in. Advisory Committees act as communicating links.

Technical Advisory Committees are made up of technical and professional people in related areas who consult directly with instructional staff in each technology on curriculum needs, employers' viewpoints, changes in industry, new equipment process trends, recruitment ideas and other pertinent subjects.

Alumni Association

The Board of Trustees officially recognized the Hocking Technical College Alumni Association to ". . . foster a fellowship of alumni, to perpetuate a source of collegiate heritage for the present and future well being of Hocking Technical College."

Developing contacts for job placement, providing special discounts, sponsoring alumni social activities, establishing scholarships, offering technology information update seminars and an alumni newsletter are all goals and activities of the association. Graduates are encouraged to keep the Alumni/Placement Office informed of name or address changes.

Bookstore

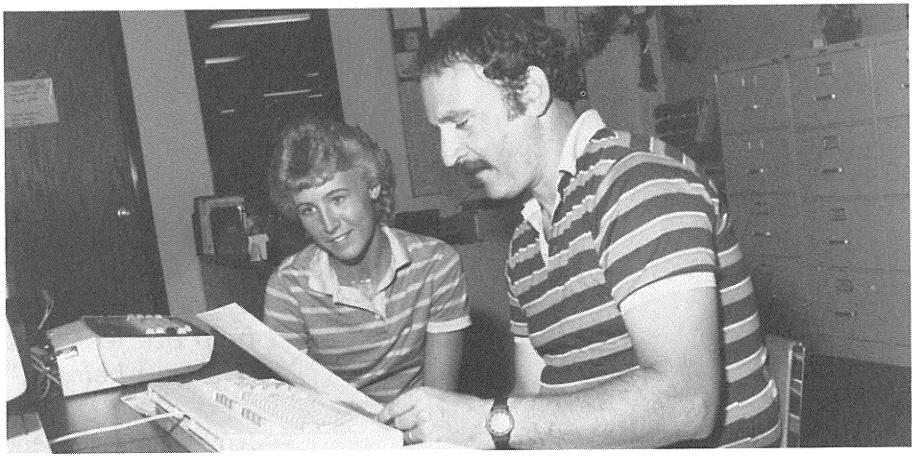
For books and supplies or the sweatshirt that's a must in every college student's wardrobe, Hocking Tech's bookstore will respond to most student needs. Textbooks and other supplies relating to each technology are available, as are an assortment of items for the convenience of students.

Campus Ministry

The campus minister's office is open to students of all religious backgrounds or affiliations. Employed by the Ohio Board for United Ministry in Higher Education, the campus minister provides not only a retreat for students needing quiet-time, a listener, or a support system, but also coordinates fellowship gatherings which encourage students to be a part of school activities.

Career Planning

For many students, choosing the right career can be difficult. HTC's Career and Personal Assessment Center (in the Student Services Center) helps students explore interests, aptitudes, and achievement levels. Students also discuss individual learning styles and investigate data from the Ohio Career Information System (OCIS) computer terminal housed in the center.





Handicapped Students

Hocking Technical College does not discriminate on the basis of handicap in the recruitment and admission of students or the operation of any of its programs and activities. The college makes every effort to provide a meaningful educational experience for each student.

Health Center

The Health Center provides emergency service for minor medical conditions and accidents. The Center is staffed by a registered nurse who acts under the direction of a local physician. Students are requested to provide a medical history and written authorization for emergency treatment. Information and claim forms regarding the student health insurance program are available at the Health Center.

Housing

Students are offered a variety of options when selecting housing. Hocking Heights, an on-campus residence hall, accommodates up to 320 students. The only two-year technical college in Ohio offering residential facilities, HTC's Hocking Heights has made a commitment to the quality of life of each and every student living there. Renovation and increased maintenance is creating a community conducive to individual growth and development.

Those students preferring to live off-campus may choose a private home or apartment in Nelsonville or one of the dormitories in Athens.

Housing and policy information is available by contacting Hocking Heights.

Job Placement

Hocking Technical College's Placement Office provides assistance to students and alumni seeking employment. A well-developed network exists between the college and prospective employers. Throughout the year representatives from business and industry visit the campus to interview students. Job search, interviewing skills and résumé writing skills are available to all students.

Learning Labs for Communications, Math and Alternative Learning

Special services available through these labs include flexible course scheduling for students with job and family commitments and a flexible rate of learning for those who choose to move either quickly or slowly through a course. Students learn through written and audio-visual materials that are individualized and competency-based. They also receive one-on-one assistance from instructors and tutors. The Reading Lab offers improvement programs in comprehension, vocabulary and word analysis.

Library

The library is dedicated to building a staff and collection designed to support and implement the total instructional program of the college. Its goal is to contribute to institutional objectives by acquiring, organizing and circulating books and other print materials and to provide reference service and bibliographic instruction to students and faculty. Though the collection reflects HTC's technical programs, students will not only discover resource materials to enhance learning activities but also materials for recreation or exploring. Access to collections at other libraries is available through consortium memberships and online database services.

The library environment is pleasant and quiet, a comfortable place to study or browse.

Meal Plans

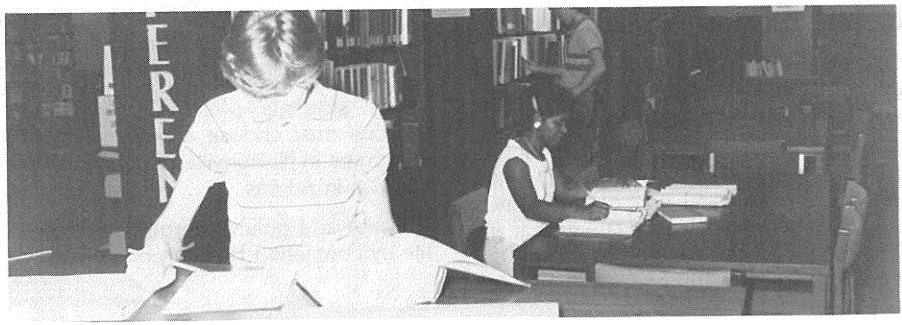
Whether looking for a quick cup of coffee or a full meal, students need to look no further than the food service center in the main building just off the second floor lounge area.

The snack bar offers fast food fare of grilled or deep-fried foods while the cafeteria features home-style cooking. The delicatessen allows one to "build a meal" to fit most any appetite.

Meal tickets may be purchased and a variety of meal plans are available at varying prices.

Media Center

The Media Center houses an extensive library of videotapes, films, audio-cassettes, slides and filmstrips related to the different programs of study at HTC. Individual study carrels are equipped for audiovisual viewing and listening. Seminar rooms for group viewing and a multi-media classroom are also available through the center.



Student Activities

Hocking Technical College offers a wide variety of recreational activities. The intramural program includes competition in flag football, indoor and outdoor soccer, volleyball, tennis, softball, basketball, table tennis, billiards, bowling and golf. Other special events offered throughout the year include a track and field day, swim meet, horseshoe tournament, camping trip, canoeing, skiing and a Cincinnati Reds College Night baseball game.

Facilities include the recreation center, tennis courts, softball fields, football/soccer fields, fitness trail, archery range, horseshoe pits, basketball courts, weight room, full locker room facility, student lounge with video games, table tennis, billiard tables and color television.

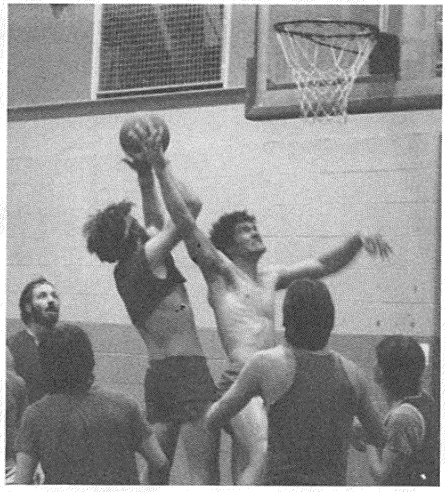
Outdoor recreation is plentiful in Southeastern Ohio. Within a short drive there are five state parks, Wayne National Forest, and the Hocking Valley Scenic Railway. Students interested in hiking, fishing, hunting, camping, rappelling and boating have hundreds of acres of Ohio countryside to enjoy. The 250-acre campus is criss-crossed with hiking and horseback riding trails.

Student Leadership and Development

Future employers will be interested in the student's ability to plan, promote, supervise and evaluate projects and events. Participation in the Student Senate, a technology club or a special interest group offers the opportunity to learn important, marketable skills in a supportive, enjoyable environment.

Training in communication and helping skills is also available via "peer counseling" and "psycho-social drama" programs. Students gain self-awareness and confidence while learning how to help others.

For just plain fun, HTC students can enjoy dances, "game nights," regional competitions, and a variety of intramural sports at



the Rec Center ... all on campus and all made possible by students for students.

Student Services Center

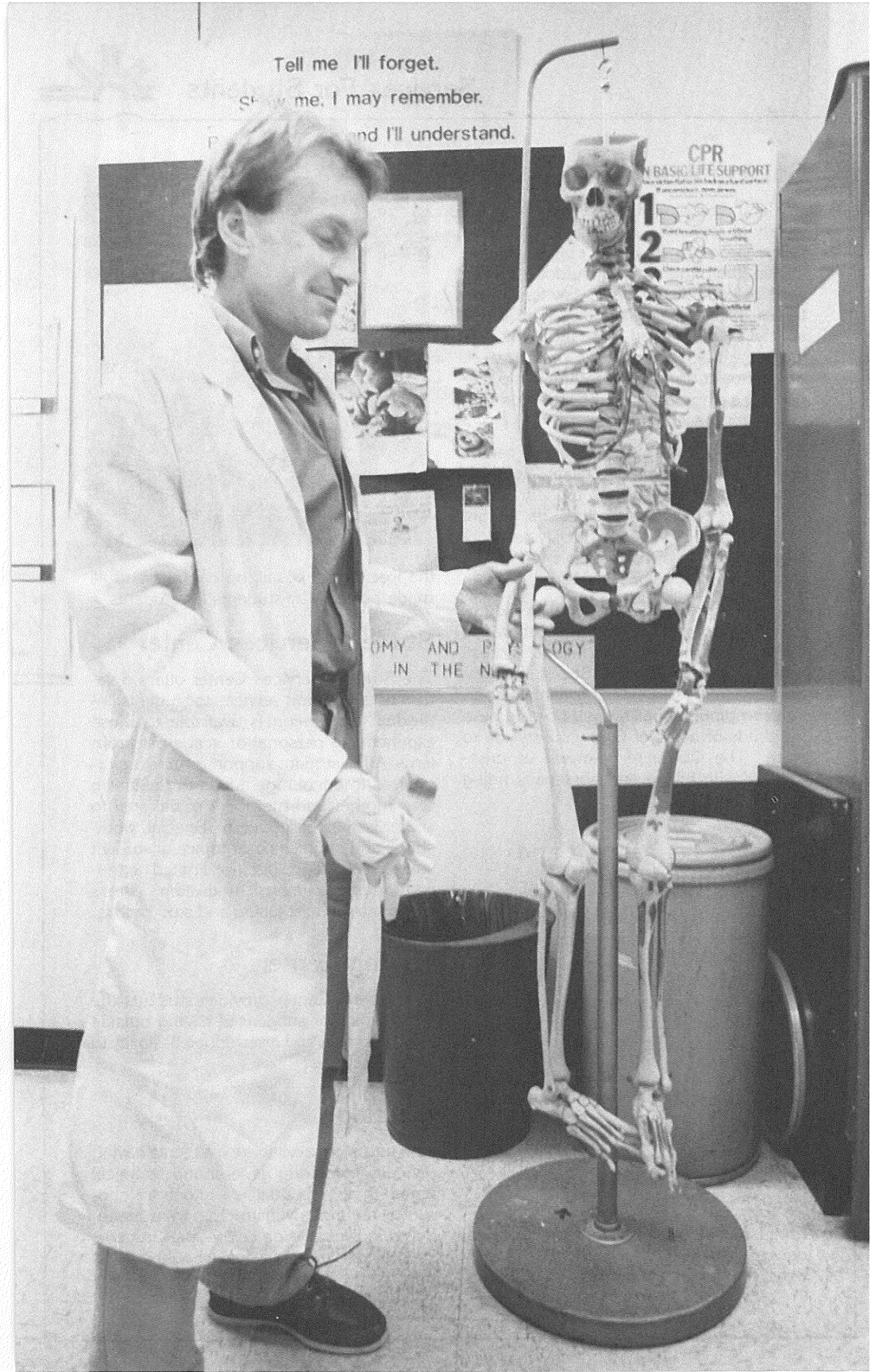
The Student Services Center offers a variety of counseling services to students. Individual counseling is available to those experiencing personal or academic problems. Adult student support groups are organized to encourage adults to meet with one another and members of the staff to share issues of concern. Special workshops and courses cover topics of student interest including, but not limited to, assertiveness training, motivation, stress management, test taking and study habits.

Testing Center

The Testing Center provides students the opportunity for supervised testing outside the classroom and gives added flexibility to busy schedules.

Tutoring

Peer tutors are available to students having difficulty mastering general and technical course material. Qualified tutors are chosen by technology instructors to tutor students individually or in groups. Students interested in these services should contact the General Studies Department.


Tell me I'll forget.
me, I may remember.
nd I'll understand.
CPR
BASIC LIFE SUPPORT
1
2
OMY AND
IN THE

ALLIED HEALTH

"The EMT program provides a well balanced approach to preparing students for the reality of the emergency medical field. The program is aimed at developing hands-on skills of a medic as well as stimulating the mind. The student uses his brain as well as his hands to provide the best possible care to his patients."

—Sean Nexworth, student

"The accredited Medical Records program offers great opportunities in the health care field. Salaries are competitive and there are numerous advancement opportunities which will be available to me with the excellent training I've received at HTC."

—Cindy Carr, student

Dietetic

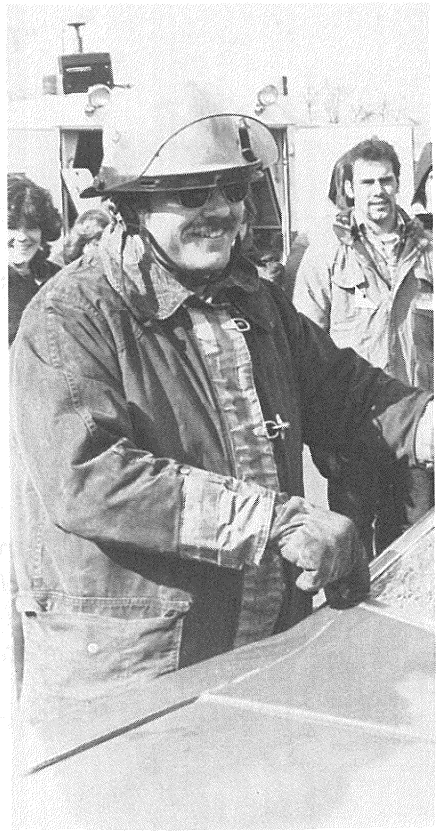
The Dietetic Technology gives students the chance to earn a two-year degree in either nutrition care or food service management. Students in the nutrition care major learn to work with clinical dietitians in assessing patient health and providing nutrition counseling to individuals and groups. Students in food service management learn to supervise food purchases and preparation, and business operation in institutional kitchens. Students completing one year of study receive a dietetic assistant certificate. Both associate degree majors and the certificate program are approved by the American Dietetic Association (ADA) and graduates are eligible for membership in the ADA.

Emergency Medical

Life saving care must often be administered at the scene of accidental injury or sudden illness by emergency medical technicians. Hocking Technical College's EMT program consists of three phases of training in the emergency medical technology—EMT-Ambulance (EMT-A), EMT-Paramedic (EMT-P), and Associate in Applied Science. The one quarter EMT-A program, accredited by the Department of Education, covers basic life support and leads to eligibility for state certification. The EMT-P program, accredited by the Ohio Board of Regents, includes two additional quarters of training in basic and advanced life support management and prepares students to write the examination for state certification. The six-quarter associate degree program prepares paramedics for beginning management positions in Emergency Medical Services and for emergency room technician positions.

Fire and Emergency Services

Communities, industrial operations and recreational areas need individuals who are trained to handle fires and other emergencies. The Fire and Emergency Services Technology provides this kind of training. Students learn fire fighting and prevention techniques during one year of study and receive training in the emergency medical technology during the other year. By completing the two year program students earn an Associate of Technical Studies Degree and are employed as firefighters, fire medics, EMT-As and EMT-Ps. Students may choose to earn a fire science certificate after completing one year of study, or may earn a Basic or Advanced fire fighting certificate after completion of specific courses.



Medical Assistant

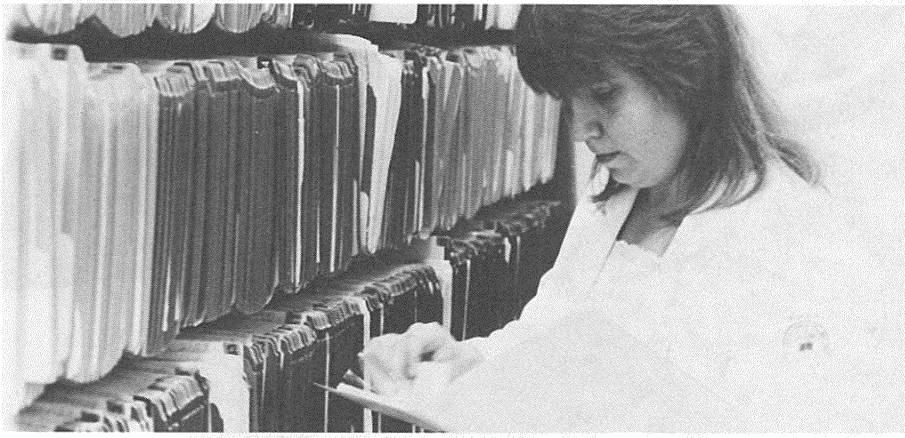
Qualified medical assistants handle both clinical and administrative duties in a physician's office or clinic. Taking vital signs, administering injections, assisting with examinations, and running electrocardiographs are some of the clinical responsibilities involved. Administrative duties range from receiving patients and scheduling appointments to typing medical histories and completing insurance forms. The program is accredited by the American Association of Medical Assistants in collaboration with the Committee on Allied Health Accreditation (AAMA/CAHEA), and graduates of the program are prepared to sit for the national certification exam.

Medical Record

HTC's Medical Record Technology prepares students to review patient records for completeness and accuracy, index diagnoses and operations, and prepare statistics and special reports for legal purposes. Although graduates of the program are traditionally employed in hospitals, expanded employment opportunities include ambulatory health care facilities, industrial clinics, state and federal health agencies, nursing homes, insurance agencies and health research organizations. Students may also receive certificates in the areas of 1) Health Facility Clerk, 2) Medical Record/Health Care Review Clerk, 3) Medical Transcriptionist, or Health Care Review. The Medical Record Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Council on Education of the American Medical Record Association (COE-AMRA).

HTC offers certificate programs in Allied Health. Certificates, which require less time than the associate degree, provide the student with specific technical skills related to the area of study.

Advanced Fire Fighting
Basic Fire Fighting
Certified Red Cross Lifesaving
Defensive Driving
Dietetic Assistant
Electrocardiograph Technician
Emergency Medical-Ambulance
Emergency Medical-Paramedic
Fire Science
Health Care Review
Health Care Review for LPNs or RNs
Health Care Review for Medical Record Technicians
Health Facility Clerk
Medical Assistant
Medical Record
Medical Record/Health Care Review Clerk
Medical Transcriptionist
Rappelling





BUSINESS

"The Financial Management program has allowed me to continue my studies while holding a full-time, responsible and demanding position. Continual upgrading of one's skills is necessary in today's fast-paced world and Hocking Tech has enabled me to keep pace."

—Mary Jane Lax, student

Computer Science

"Learning by doing" is programmed into HTC's effort to help fill the increasing number of openings for people experienced in the business use of the computer. Using state-of-the-art equipment including a broad band cable network in a new laboratory, students write application programs in five programming languages: COBOL, RPG, FORTRAN, ASSEMBLER, and BASIC. Students learn popular commercial software packages including spread sheets, word processing and data base for both IBM and Apple micros. Students also gain experience in the uploading and downloading of information to mainframes and data bases. Courses in problem solving, management, math and communications round out the program. As computers do more and more of our daily work the demand for qualified operators and programmers steadily increases, creating employment opportunities in business, industry and government.

Financial Management

Students interested in a future in banking and employment with other financial institutions should consider the Financial Management program. This program was developed cooperatively with banks to meet the need for tellers, accounting clerks and bookkeepers, branch managers, and loan and trust officers. Courses are approved by the Southeastern Ohio Chapter of the American Institute of Banking and cover everything from banking operations and the Federal Reserve Board to negotiable instruments and computer uses in banking. A two-year investment of time earns both an associate degree and credit for certification by the American Institute of Banking (AIB).



Accounting

Since accounting is a part of every business, the demand for trained personnel remains high. HTC's Accounting program emphasizes practical experience and prepares the graduate for entry-level employment in private practice, governmental accounting and private business. Besides an excellent background in bookkeeping, the student receives instruction in payroll, tax, cost and funds accounting plus valuable experience on the college's Hewlett Packard 3000 mainframe computer and Apple and IBM microcomputers. All Accounting students are required to do one quarter of on-the-job learning as part of their degree.

Business Management

Students are prepared to build careers in any phase of business-retailing, wholesaling, and manufacturing. Studies range from the basic theories of management and finance through specific applications in labor relations and managerial accounting. Other courses focus on merchandising, economics, marketing and microcomputer software packages. Job opportunities vary from managerial positions in small businesses to management trainee programs with larger companies. Trainee programs may lead to management positions in sales, merchandising, operations, personnel credit, security and marketing.

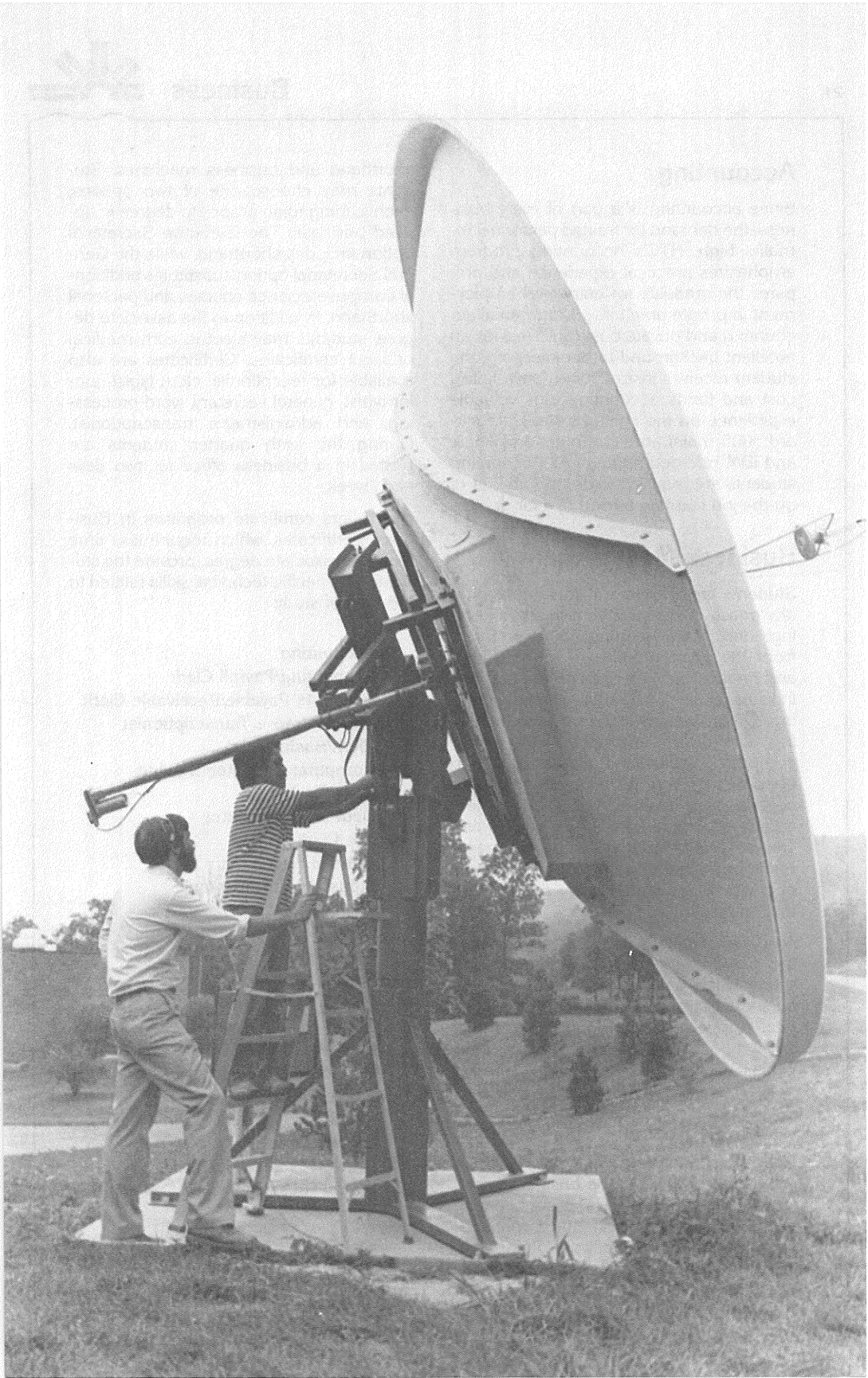
An option within Business Management is the Retail Marketing Management program which provides the same in-depth business training but with an emphasis on retail businesses, ranging in size from the small retail store to the multiple-outlet chain.

Secretarial Science

Today's secretary needs a multitude of skills to be effective in the business world. The Secretarial Science program offers an extensive background in office management techniques, typing, word processing, Apple and IBM micros, displaywriter, Xerox Memorywriters, electronic telephone lab, shorthand and business machines. Students may choose one of two options, each leading to an associate degree in applied business. The Executive Secretarial option includes shorthand, while the General Secretarial option substitutes additional computer science courses and personal shorthand. In addition to the associate degree, students may elect to earn medical or legal certificates. Certificates are also available for receptionist, clerk typist, junior typist, general secretary, word processing, and administrative transcriptionist. During the sixth quarter students are placed in a business office for two days each week.

HTC offers certificate programs in Business. Certificates, which require less time than the associate degree, provide the student with specific technical skills related to the area of study.

Accounting
Accounting/Payroll Clerk
Accounts Payable/Receivable Clerk
Administrative Transcriptionist
Clerk/Basic Typist
Computer Operator Training
Cost Clerk
Data Entry Operator
File Clerk
General Secretarial
Industrial Salesperson
Junior Typist
Legal Secretary
Management Specialist
Medical Secretary
Personnel Technician
Program Expeditor
Programming
Purchasing Technician
Receptionist/Clerk
Retail Management Technician
Salesperson
Small Business Specialist
Word Processing



ENGINEERING

"I came into the Automotive program at Hocking Tech with very little prior experience or knowledge. I feel I have a ten-year head start from just two years of schooling here."

—Tonya Wagner, student

"The Drafting and Design program is known for its high quality instruction. The broad based curriculum gives students a wide range of career opportunities. Courses are not only kept current but instructors give individual attention. The CAD system is only one indication of the school's commitment to quality."

—Mark Bernard, student

Automotive Service Management

The associate degree program in Automotive Service Management prepares the student for a responsible position in the automotive industry. Featuring the latest trends in the field, the curriclum includes the study of automobile pollutants, air conditioning systems and diesel engines, and the use of the most recent diagnostic equipment for performance testing in the automotive lab. The program also offers the only Compressed Natural Gas (CNG) training in the country for powering vehicles. Students learn theory, component tear down and installation for CNG conversion. Graduates are employed as automotive technicians, service managers, shop foremen, sales representatives, parts managers and service station managers.

Broadcasting

Students in the Broadcast Engineering Technology program earn the opportunity to become part of America's mass communication system. Courses in electronics, digital circuits, physics and broadcast equipment maintenance provide a strong background for the graduates. The college's state-of-the-art Broadcasting Studio allows students to operate and maintain equipment. A four-year program, conducted jointly with Ashland College, is also available for those interested in combining radio-TV production with broadcast engineering technology. After completing Hocking Technical College's Broadcast Engineering program, students are prepared to take the FCC General Radio-Television Operator's License Exam.

Ceramic

Hocking Technical College's Ceramic Engineering Technology was the first associate-degree program in the nation to offer associate degree level training for the ceramic industry. The program prepares students for work in an industry which manufactures a wide variety of products, ranging from tableware to heat-resistant tiles for space vehicles. In the well-equipped technical and production labs students test materials for ceramic companies using a thermal gradient furnace, expansion diatometers, stereopycnometers, DTA and TGA units, and computer analysis. Ceramic engineering technology graduates find positions as assistant plant or lab managers, production and kiln supervisors, process and quality control technicians, materials control supervisors, and research and development technicians. Winner of a 1984 Governor's Program Excellence grant, specialized ceramic equipment was purchased for new laboratory facilities with the $127,000 award.

Drafting and Design

Drafting and Design offers a comprehensive program to prepare students for work as draftsmen, detailers and technical illustrators. Students are exposed to as many industrial-related areas as possible through courses in materials and processes of manufacturing, architecture, and surveying. Extensive practice in the drafting labs allows students to refine design techniques through classes on all aspects of drawing. Computer assisted drafting (CAD) systems are included in advanced courses for experience in the use of the newest technological equipment in the field.

Electronics

Today's electronic engineering technicians are prepared to work directly with the engineer on technical planning and implementation. Graduates of HTC's program are given a sound understanding of scientific principles. The program includes use of testing and measuring devices. The electronic engineering curriculum trains students in basic AC and DC theory, electronic circuits in discrete and integrated circuit form, digital electronics, and microprocessor technology. Theory is put into practice in laboratories using sophisticated and up-to-date electronic equipment where students gain the experience necessary to successfully compete for employment.



Heat Processing

Hocking Technical College is the only college in the world offering two-year training in heat processing technology. The program started at the request of industry due to a shortage of trained personnel. Students learn installation, operation, troubleshooting, and repair of industrial ovens, ceramic kilns, and metal heat-treating and melting furances. Considerable emphasis is also placed on energy conservation and fuel efficiency. Excellent job opportunities as supervisors and technicians in the metallurgical heat-treating industry are available to graduates. The program is supported by the Industrial Heating Equipment Association (IHEA) and the Metal Treating Institute (MTI), whose member companies actively recruit from the college.

Microcomputer Electronic

An option is available for students pursuing an associate degree in electronic engineering which allows them to choose the general electronic or microcomputer curricula. The microcomputer electronic curriculum emphasizes the operation, programming and maintenance of microcomputers and microprocessor controlled devices. Unique courses have been developed to train students in microcomputer hardware and programming. Job trends show an increased need for technicians with microcomputer electronic skills to fill positions such as technical skills, services, manufacturing, education and programming.

Oil Well Drilling & Production

Thousands of oil and gas wells are drilled and produced each year in Ohio but not on college campuses. Hocking Technical College began drilling on the college's 250-acre campus, first as part of the training for the drilling and production program and second as an adventure toward energy self-sufficiency. Students in the program learn oil and gas production, the basic principles of rotary and cable-tool drilling, business management, chemistry and math while pursuing an associate of technical studies degree in a rapidly growing industry. A two-quarter certificate program in petroleum production and a one-quarter certificate program in oil well drilling are also available.

HTC offers certificate programs in Engineering technologies. Certificates, which require less time than the associate degree, provide the student with specific technical skills.

Automotive Service Management
Electronics (Level I)
Electronics (Level II)
Electronics (Level III)
Electronics (Level IV)
Industrial Salesperson
Oil Well Drilling
Petroleum Production



HOSPITALITY

"State-of-the-art equipment, hands-on experience and the opportunity to work alongside highly regarded, superior quality chefs sets the Culinary Arts program at Hocking Tech apart from similar programs at other colleges."

—George Karageorge, student

"I am very pleased with Hocking Tech's Travel and Tourism program. The course is complete and is current with the job skills needed today. I feel well educated and prepared to meet the job market in a stimulating and challenging field."

—Kelly M. Rodgers, student



Culinary Arts

A career as a professional chef awaits graduates of the Culinary Arts program. Students learn food preparation techniques under the supervision of professional chefs at the Hocking Valley Inn and use the college's excellent kitchen laboratory to practice professional meat cutting, baking and banquet preparation. The program meets the competency standards set by the American Culinary Federation. In addition to learning to prepare fine cuisine, the students also study the business aspects of operating a restaurant. Six month paid internships at large properties such as the Marriott Inn, Hilton Head, SC, are available to students who meet minimum requirements. Fine dining establishments, including those in hotels, motels and private clubs offer many employment opportunities for graduates. It is estimated that 78,000 openings exist in the United States each year for trained chefs.

Hotel/Restaurant Management

Students in Hotel-Restaurant Management find themselves in the classroom one minute and organizing a banquet the next. They learn to operate the entire complex of the Hocking Valley Inn, a million-dollar facility owned by the college. With 40 guest rooms, an indoor swimming pool, a dining room seating 160 and banquet rooms for 350, the Hocking Valley Inn offers unique training opportunities. Six month paid internships at large properties such as the Marriott Inn, Hilton Head, SC, are available to students who meet minimum requirements. Graduates of the two-year program are employed as assistant managers in motel and food services, dining room hosts or hostesses, front desk clerks, cashiers and banquet managers.

Travel and Tourism

People are constantly on the move in today's busy world. With increased business and leisure travel and the easy access to mass transportation, skilled managers and marketers in the field of travel and tourism are needed. Students in the program study business, marketing and geography. They participate in internships locally at the jointly operated HTC/AAA agency at the Hocking Valley Inn, at Columbus area travel agencies, local chambers of commerce, and regional tourist attractions. Travel and tourism positions are found with travel agencies, air and motorcoach lines, chambers of commerce and government tour offices.

HTC offers certificate programs in Hospitality. Certificates, which require less time than the associate degree, provide the student with specific technical skills.

Culinary Arts
Defensive Driving
Banquet Management
Food and Beverage Management
Hotel Management
Mixology and Bar Management
Restaurant Management
Travel Agency Aide
Travel Assistant
Travel Counselor





NATURAL RESOURCES

"The Recreation and Wildlife program is great! The classes interrelate and are practical for getting a job. Most of the classes require you to be in the field and have a lot of hands-on experience. There are many clubs and activities related to the outdoors. I feel the knowledge I have acquired will help me get the job I've always wanted."

—Robert Worrell, student

"My two-year forestry degree, two certificates, excellent recommendations and good grades have landed me an excellent job — one with quick advancement and a real challenge. My experience at Hocking Tech made this possible."

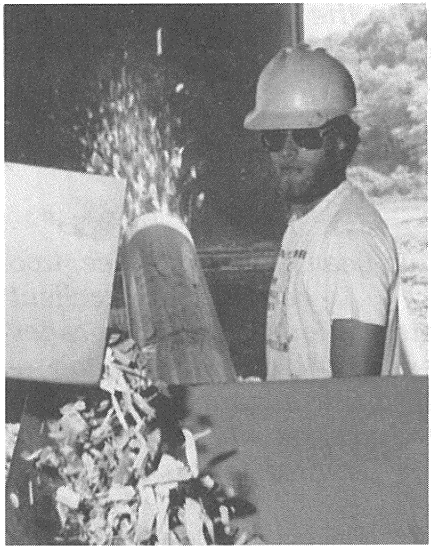
—Matthew J. Catalano, student

Forestry

Highly specialized training is required for the rapidly expanding forestry industry. Hocking Technical College's Forestry program combines a solid academic background with extensive field training. Courses include dendrology, aerial photo interpretation, forest fire control, forest measurements, surveying, reforestation, reclamation, silviculture, lumber grading and forest management. Math, communications, speech and computer courses are also included. All technical courses include lab time with hands-on training using the actual tools and machinery used by industry. An active forestry club allows students the opportunity for further professional, community and academic achievement. Graduates of the program find employment with private industry and federal and state organizations throughout the U.S. Winner of a 1984 Governor's Program Excellence grant, specialized equipment was purchased with the $116,000 award.

National Ranger Training Institute

The National Ranger Training Institute (N.R.T.I.) offers a series of certificate programs including the National Park Service Seasonal Ranger Training program which is designed for persons interested in seasonal ranger positions with the National Park Service (NPS). The Seasonal Ranger Training is offered quarterly, preparing participants to perform law enforcement in areas administered by NPS and is sanctioned under the Department of Interior and NPS. Other step level certificates offered by the N.R.T.I. include Wilderness Survival Techniques, Wild Land Fire Control and Emergency Medical Training-Ambulance (EMT-A), as well as twelve other individual modules, the combination of which earns the successful graduate Master Level Ranger Training certification.



Recreation and Wildlife

Recreation and Wildlife Technology is a field-oriented associate degree program designed to provide training for such positions as park ranger, park manager, wildlife area manager, fisheries conservation, wildlife conservation, fish hatchery employee, game protector, assistant naturalist and soil conservation service technician.

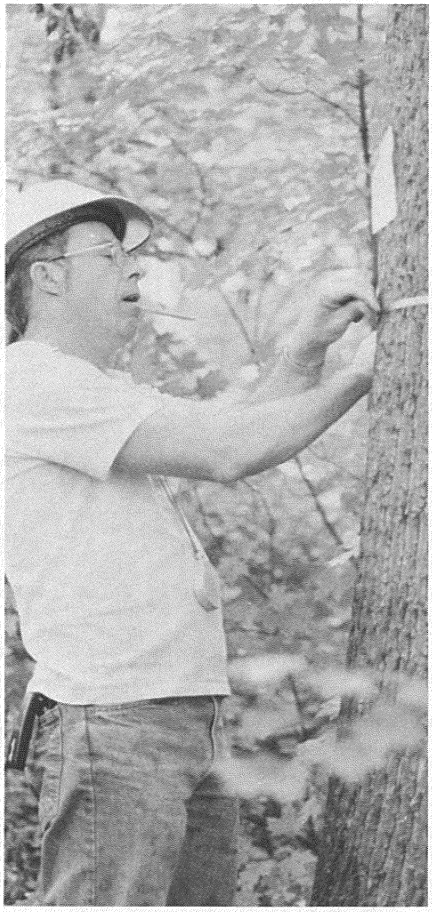
For students interested in specific areas of employment, elective courses are available in fish management, wildlife management, outdoor education/nature interpretation and the National Ranger Training Institute (enforcement).

The Recreation and Wildlife Technology was a recipient in 1984 of a Governor's Program Excellence Grant. This $166,000 grant is being used to develop a Nature Interpretation Center on campus.

Sawmill Operation

The six-month Sawmill Operation Certificate Program is specifically designed to train hardwood lumber sawyers.

At Hocking Technical College training emphasis is in grade lumber sawing, but students learn all phases of lumber manufacture in a modern hardwood sawmill. The curriculum includes log scaling, lumber grading, and sawmill mechanics as well as sawmill operations.



Timber Harvesting

The Timber Harvesting Specialist (THS) program is a three quarter logger training program which supplies logs to the HTC Sawmill Program and paper wood to two area papermills. The students in the THS Program are expected to master the operation and maintenance of all equipment used in the logging operation. Classes are scheduled for field work an average of three days a week where actual logging skills are taught and practiced. Upon completion, the student has mastered the basic entry level skills required by the harvesting industry, and receives a technical certificate in timber harvesting from Hocking Technical College.

Tree Care

Hocking Technical College's Tree Care Program is an 11-week educational experience designed to prepare students for employment in the arboriculture industry. The program combines classroom learning with experience on work sites. Lectures, films and reading assignments are utilized to aid the student in understanding the fundamental concepts behind arboricultural practices.

Training on the work site stresses the acquisition and practice of skills needed by the arborist in his daily work. Upon completion of this course, the student is competent in the performance of many tasks which typically require many months of on-the-job training.

HTC offers certificate programs in Natural Resources. Certificates, which require less time than the associate degree, provide the student with specific technical skills.

Step
Certified Red Cross Livesaving
Defensive Driving
Enforcement
Fisheries Management
Interpretive Methods
Lumber Grading
Rappelling
Sawmill Operation
Timber Harvesting
Tree Care
Wildlife Management





NURSING

"I've found the nursing clinical experiences invaluable as students work directly with patients at area hospitals. The nursing staff are extremely supportive and Hocking Tech's graduates find good jobs in their field. I would highly recommend the program to anyone."

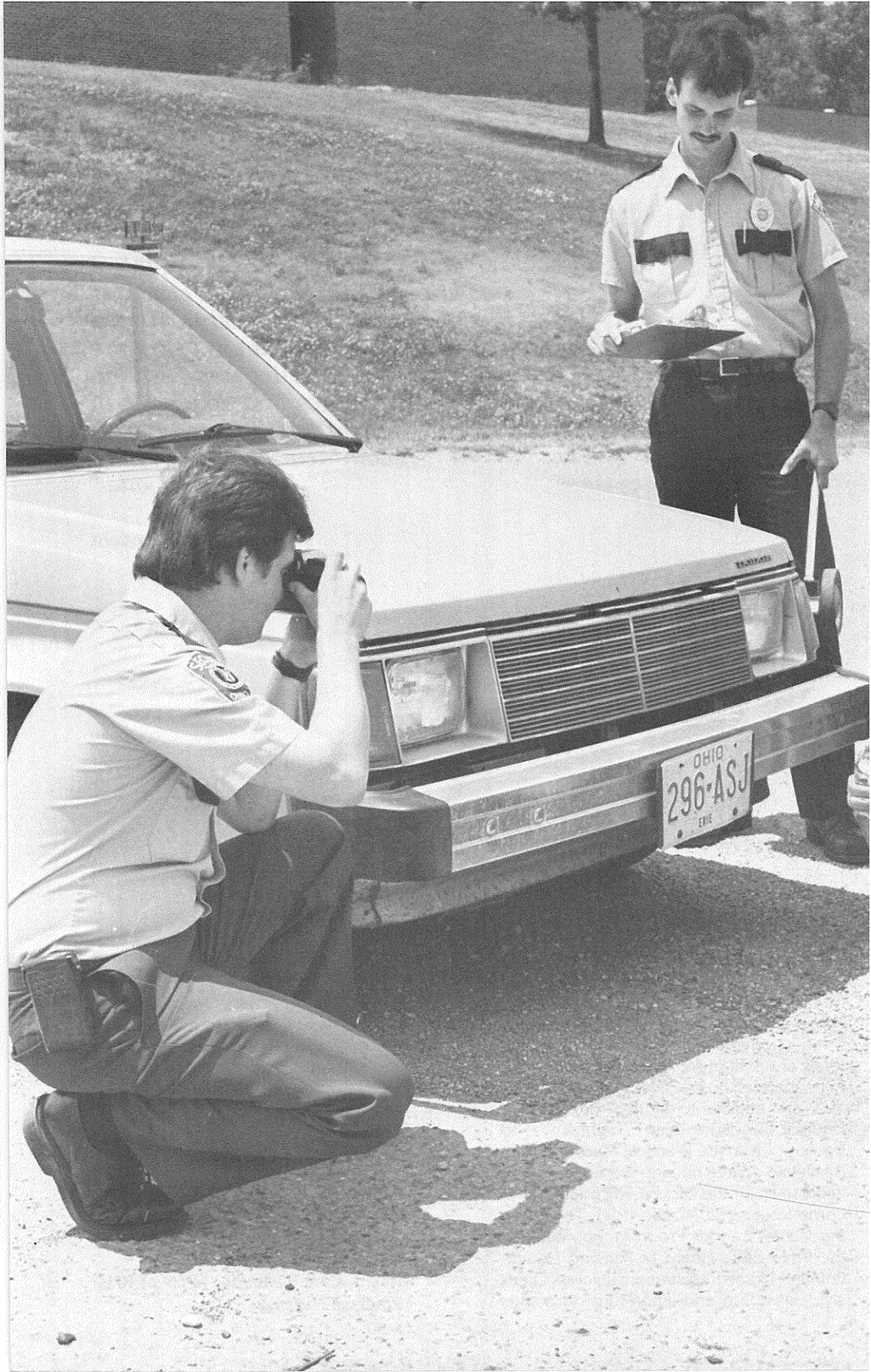
—Judy Flood, student

Nursing

HTC's Nursing Technology offers a unique career ladder option which allows students to enter or exit the program with varying levels of nursing skill. After completing the four quarters of practical nursing, graduates are eligible to sit for the National Council Licensure Exam (NCLEX-PN) to become Licensed Practical Nurses (LPN). Associate degree nursing graduates are eligible to sit for the NCLEX-RN Exam to become Registered Nurses (RN). The Nursing Career Ladder Program, approved by the Ohio State Board of Nursing Education and Nurse Registration, involves intensive classroom and laboratory study plus clinical experience at area hospitals and health facilities. LPNs from approved schools may complete the associate degree requirements in four quarters and recent Level I graduates in three quarters.

HTC offers certificate programs in Nursing. Certificates, which require less time than the associate degree, provide the student with specific technical skills.

Certificate of Competency Nurse Aide/Orderly
Health Care Review for LPNs or RNs
Practical Nursing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PUBLIC SERVICE

"I looked for a college with an interest in its students, knowledgeable instructors, outside projects in which students could be involved and a program with high standards that is respected by others in law enforcement. I chose Hocking Tech because I felt those expectations would be met. I can say with honesty and satisfaction that I have not been disappointed."

—Denise Ford, student



Corrections

Hocking Technical College's Corrections program enables people to reach out to adults and children who need direction and reorganization in their lives. Recognizing the causes of deviant behavior and recommending treatment plans are just two of the practical skills students learn in this two-year associate degree program. Students also develop strong skills in counseling through both theory and experience. Employment may be found as adult or juvenile parole officers, correction officers or investigators, youth leaders/coordinators at social welfare agencies or halfway houses, and in many other related fields.

Environmental Management

This two-year program prepares students for employment in environmental management including environmental health enforcement fields such as sanitarian, sanitarian technician or food processing quality control technician. It includes certificate options in Hazardous Materials Management, offering employment by emergency response teams as technicians in handling, neutralizing or disposing of hazardous materials or waste products, and Water and Wastewater Treatment offering employment with municipal and industrial water treatment facilities.

International Homicide Investigation Seminar

The International Homicide Investigation Seminar sponsored by Hocking Technical College and the Southeastern Ohio Regional Crime Laboratory, brings together leading experts who share their experiences with fellow criminal justice professionals. New techniques, changing methods of investigation and advances in scientific procedures are presented as they relate to homicide investigation. Presenters and participants come from throughout the country and the world for the week-long seminar held in Columbus, Ohio.

National Ranger Training Institute

The National Ranger Training Institute (N.R.T.I.) offers a series of certificate pro-

grams including the National Park Service Seasonal Ranger Training program which is designed for persons interested in seasonal ranger positions with the National Park Service (NPS). The Seasonal Ranger Training is offered quarterly, preparing participants to perform law enforcement in areas administered by NPS and is sanctioned under the Department of Interior and NPS. Other step level certificates offered by the N.R.T.I. include Wilderness Survival Techniques, Wild Land Fire Control and Emergency Medical Training-Ambulance (EMT-A), as well as twelve other individual modules, the combination of which earns the successful graduate Master Level Ranger Training certification.

Ohio Peace Officers Basic Training

This 340-clock hour program provides state mandated training for those interested in employment as law enforcement officers in Ohio. Applicants must hold a current commission from an Ohio law enforcement agency or political subdivision. Topics include patrol techniques, legal concerns, firearms training and general law enforcement.

Police Science

The Police Science Technology teaches students the technical and human relation skills required to become modern law enforcement officers. Students are trained through courses in law, criminalistics, photography and human interaction, as well as through laboratory exercises. Students master investigative techniques by reenacting mock crime scenes and witness the processing and testing of actual case evidence at the Southeastern Ohio Regional Crime Laboratory, located on campus. Job opportunities exist in private, federal, state and local law enforcement agencies. Winner of a 1984 Governor's Program Excellence grant, specialized investigative equipment and tools were purchased with the $114,500 award.

Southeast Ohio Regional Crime Laboratory

The Southeast Ohio Regional Crime Laboratory, located at Hocking Technical College, works with law enforcement agencies within a 50-mile radius providing trained evidence collection technicians, scientific equipment and investigative supplies. Funded through contracts from local law enforcement agencies and funds derived from the annual International Homicide Investigation Seminar, the crime lab affords smaller agencies the same capabilities as larger agencies when investigating a crime.

HTC offers certificate programs in Public Service. Certificates, which require less time than the associate degree, provide the student with specific technical skills.

Advanced Industrial Security
Advanced Retail Security
Basic Industrial Security
Basic Retail Security
Defensive Driving
Dispatcher Training
Domestic Violence Update
Hazardous Materials Management
Homicide Investigation Techniques
Industrial Security
Instructional Skills Training
Instructional Skills Update
National Park Service Seasonal Ranger Training
Ohio Peace Officer's Basic Training
Ohio Peace Officer's Mini-Basic Training
Ohio Peace Officer's Post-Mini Training
Ohio Private Police Basic Training
Retail Security
Side-Handled Baton Training
Water Treatment
Water and Wastewater Treatment

The college reserves the right to modify curricular requirements and to change course content at any time.

SPECIAL PROGRAMS/ COURSES

"I enjoy the relaxed atmosphere and I think the Evening Division is fantastic! Evening courses allow me to schedule around my family and with PACE I should be able to get my degree by only attending college in the evenings."

—Karen Elliott, student

ABLE (Ability Based Learning Experiences)

Based upon current job task analyses, ABLE units allow students to acquire specific job skills while enrolled in a degree program or on a part-time basis. A "transcript" of job abilities the student has acquired will be forwarded to employers upon request.

Alternative Education

Hocking Technical College's Center for Alternative Education recognizes that students' ages, backgrounds and career interests may vary widely. It recognizes that since each student is different, preferred methods of learning also differ. The center was designed to meet these varying needs through the creation of special programs and courses outside the boundaries of traditional classroom instruction.

Several other specialized programs offered through the Center for Alternative Education include the *Community Service Project, Open Learning* and *Self-Directed Learning.* The Community Service Project gives students the opportunity to earn credits while working with community agencies, hospitals, legal systems, and other organizations or businesses. Open Learning conducts courses through TV and seminar experience with flexible scheduling in viewing times. Self-Directed Learning provides individualized courses through independent learning experiences.

CHEC (Community Health Education Center)

The Community Health Education Center (CHEC) is the only health education center located at a technical college. CHEC serves as a health information clearinghouse for residents of Athens, Hocking, Perry and Vinton counties and is involved in health promotion and education in the family, school, community and worksite. CHEC is considered a model health promotion/education center and offers programs for individuals of all ages in areas of weight control, exercise programs, balanced meals, blood pressure control, diabetes information, smoking cessation and stress management.

Continuing Education

Various courses and programs are offered on both a credit and non-credit basis to help people keep abreast of the changes in career fields. Many persons take advantage of offerings in general business, real estate, bank operations and computer uses and programming. Others choose sawmill operations, techniques in outdoor education, or an update in culinary arts. The list doesn't end here, but changes and grows each quarter to meet the demand of students enrolling in continuing education courses.



Evening Courses

Evening classes offer another alternative to the regularly scheduled day courses. Classes conducted after 5 p.m. make it possible for individuals who have full-time jobs or other commitments to attend college. A selection of courses from several technologies is offered each quarter, and selected PACE courses are also available in the evenings. In addition, a wide variety of non-credit courses is offered every quarter.

Management Development Program

The Management Development Program and Certificate were developed to serve the special educational interests of those who currently have managerial responsibilities and simultaneously wish to pursue a college degree. The full degree program leads to an associate degree in either Business Management or Financial Management. Advantages to participants include a special advising system, streamlined methods for taking courses, and credits for prior learning. Participants may choose the MDP Certificate of 18 credit hours which is a component of the degree program and consists of courses covering topics directly relevant to managers. Acceptance into the program is based on a review of experience, background and degree plans.

OTTO (Ohio Technology Transfer Organization)

OTTO is a network of Ohio two-year colleges and the Ohio State University organized to provide information, training, and technical assistance to businesses to facilitate learning about and using modern technology. Technology transfer is the process of transmitting techniques and methods from those who develop them to those who use them. Hocking Technical College has an OTTO agent to assist area businesses.

Outreach Program and Seminars

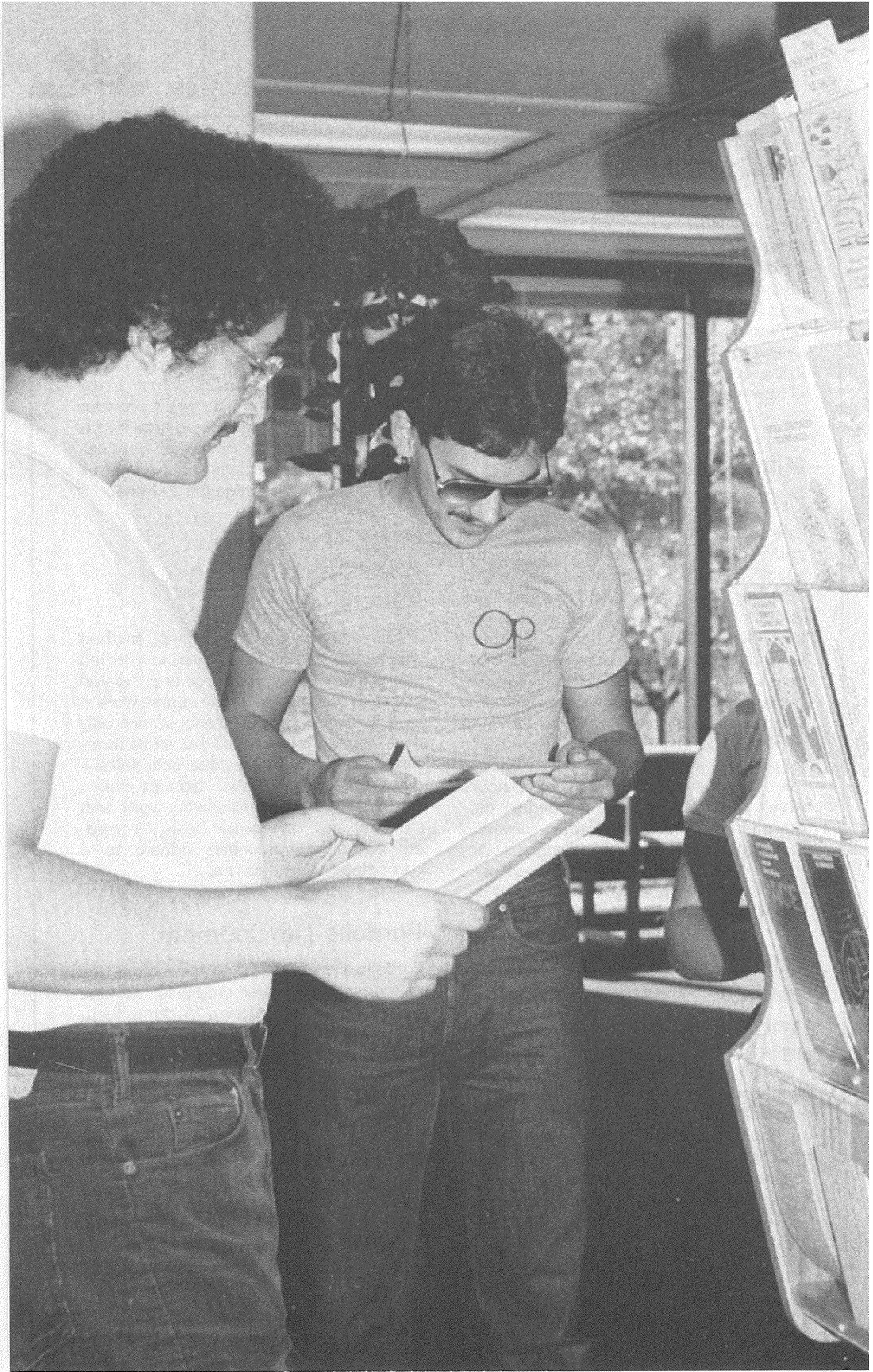
Hocking Technical College can provide accredited technical courses on the premises of private or governmental institutions as part of its Outreach Program. Courses may be conducted day or evening, depending on the needs of the agency or business requesting the service. An alternative to conducting a full course is the on-or-off campus seminar which provides course work in a concentrated time frame. Examples include the Brick-Clay Seminar, the Postmaster's Seminar and the International Homicide Investigation Seminar.

PACE (Personally Accelerated Career Education)

PACE is a unique instructional method which allows students to enroll in selected courses any time the college is in session and to proceed through the course work at their own rate. Students choose not only their own rate of progress, but study times most convenient to individual schedules—day or evening. The PACE labs are staffed with full-time instructors who work with students on a one-to-one basis, as needed. All course materials adhere to a competency-based format.

Portfolio Development

Portfolio Development gives students the chance to earn course credits for learning acquired prior to entering Hocking Technical College. The program focuses on those students returning to college or attending for the first time with skills developed through employment, military, community or homemaking experiences. In the Portfolio Development course, students identify and document their prior learning as it relates to specific courses and submit the completed portfolio for assessment. Credits are granted on the basis of the assessment evaluation.



ADMISSIONS, FEES AND FINANCIAL AID

Who can apply?

At Hocking Technical College we believe it is an obligation not just a responsibility to provide a complete program that will generate positive cultural, social, physical and educational growth to our students.

In keeping with our mission of providing access to post-secondary education to all who can benefit from it, HTC follows an open admissions policy. Although certain technologies require additional criteria for admissions, as a general rule, as long as space is available in a given program, qualified students are admitted on a first-come first-served basis. Qualified students are defined as those who have a high school diploma or equivalent certificate or students who lack either of these but have demonstrated an interest or abiliity and in some instances required credentials to pursue a technical program.

Hocking Technical College provides the opportunity for students to increase their knowledge by offering instruction through faculty who in the opinion of HTC are trained and qualified in teaching their academic or technical subjects. However, acquisition of knowledge by any student is contingent upon the individual student's motivation, design and abilities. As a result, HTC does not warrant or represent that any student who completes a course or program will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any specific examination for any course, degree or license.

How to apply?

The admissions procedures outlined below should be followed by anyone interested in attending HTC.

Application

The applicant must complete and return the application form for admission. There is a non-refundable $10 application fee.

Transcripts

Applicants should have high school transcripts (and college transcripts if applicable) forwarded to the Admissions Office. If the applicant is not a high school graduate but has completed the GED test, then these results should be forwarded to the Admissions Office.

Interview

Prospective students may schedule an interview with the college. For those applicants who do not possess a high school diploma or equivalency certificate an interview with a counselor is required. Admissions counselors are available Monday through Friday from 8 a.m. to 5 p.m.

Special Admissions for Health Careers

The Nursing (PN and ADN) and the Emergency Medical (EMT-A and EMT-P) technologies have special admission requirements in addition to the basic requirements previously listed. Special re-

Hocking Technical College does not discriminate in admissions or employment on the basis of race, religion, national origin, sex, age, handicap or the disadvantaged status of a candidate. Hocking Technical College adheres to the following policy of affirmative action:

a. That no policies or practices may discriminate against members of groups subject to discrimination.

b. That compensatory education should be available to such persons when there is reason to believe that undeveloped potential can be realized by providing it, and,

c. That special financial assistance and counseling should be provided when needed.

quirements are due to limited space in the class and clinical facilities and are necessary to meet state requirements. These special admission requirements may be obtained from the Admissions Office.



Interview

Applicants must interview with the International Student Advisor before enrolling in classes.

Hocking Technical College is authorized under federal law to enroll non-immigrant aliens. The admissions director will make the final decision in the admissions of all students.

Admission for International Students

International student applications should be made six months prior to the quarter the student seeks to enter the college in order to insure the processing of the F-1 visa. International students applying for admission should follow the procedure below.

Application

The applicant must submit a completed application form and a non-refundable $10 application fee.

Transcripts

Official credentials, including subjects and grades, must be received from all secondary schools, colleges or universities which the student has attended. If credentials are not in English, an official translation must be secured and sent.

English Language Proficiency

Results from the TOEFL exam are requested but not required for admission. Students are tested for English proficiency upon their arrival at the college. If language proficiency is below acceptable standards, students will be requested to attend the Ohio Program of Intensive English (OPIE) within easy commuting distance of HTC.

Financial Statement

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

Tuition and Fees

Residents of Ohio

Full-time instructional fees
(12-18 credits)... **$429** per quarter
Part-time instructional fees
(1-11 credits) ... **$37** per credit hr.

Students Residing Outside of Ohio

Full-time instructional fees
(12-18 credits)... **$858** per quarter
Part-time instructional fees
(1-11 credits) ... **$74** per credit hr.

International Students
$1011 per quarter

Living Expenses (Room & Board: Approximately) **$1000** per quarter

Books (Approximately)
$200 per quarter

*Subject to change

**Laboratory and uniform fees if required are in addition to instructional fees.

Refunds

Tuition refunds are made only for valid reasons that require the student to change plans. The refunds are made according to Board policy. An outline of this is listed below. Students dismissed by the College or students leaving school without following withdrawal procedures outlined in the Student Guide are not entitled to a refund. Students are reminded that the regular withdrawal procedure should be followed whether a refund is involved or not.

Tuition Refund Policy

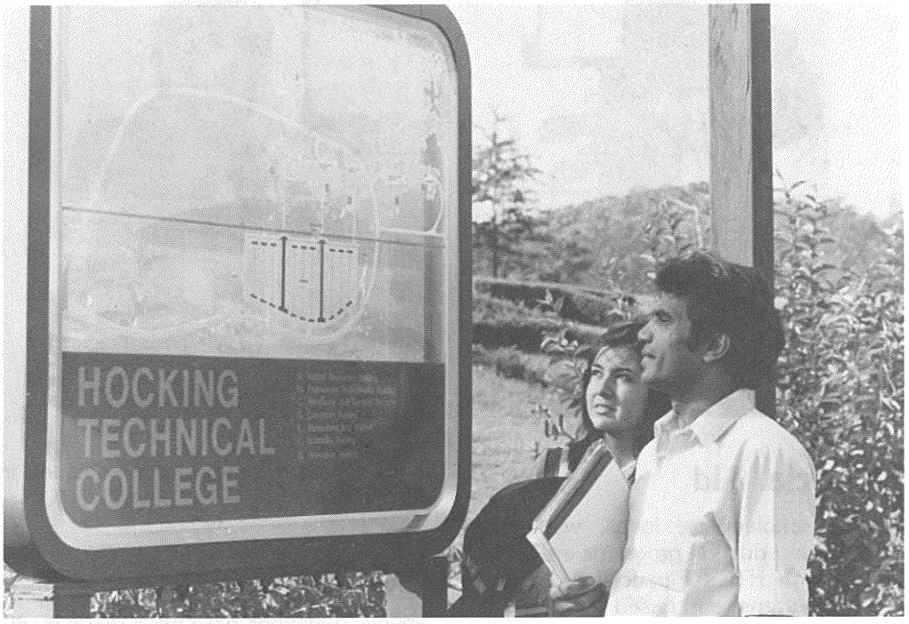
Quarter fees will be refunded according to the following schedule:

1. From the date on which the fees were paid until the first day of classes-full refund less $25 for Fall Quarter-full refund less $10 for Winter, Spring and Summer Quarters.
2. 80% refund when withdrawal form is completed in the first week of the Quarter.
3. 60% refund when withdrawal form is completed in the second week of the Quarter.
4. 40% refund when withdrawal form is completed in the third week of the Quarter.
5. 20% refund when withdrawal form is completed in the fourth week of the Quarter.
6. No refunds after the fourth week.

Residence Policy

Because Hocking Technical College is supported by the taxpayers of Ohio, out-of-state students must pay the out-of-state tuition surcharge. A student's residence is determined at the time of enrollment, according to the residence policy of the Ohio Board of Regents. Requests for information about the policy of changing one's legal residence should be addressed to the Residency Committee % Hocking Technical College Records Office.

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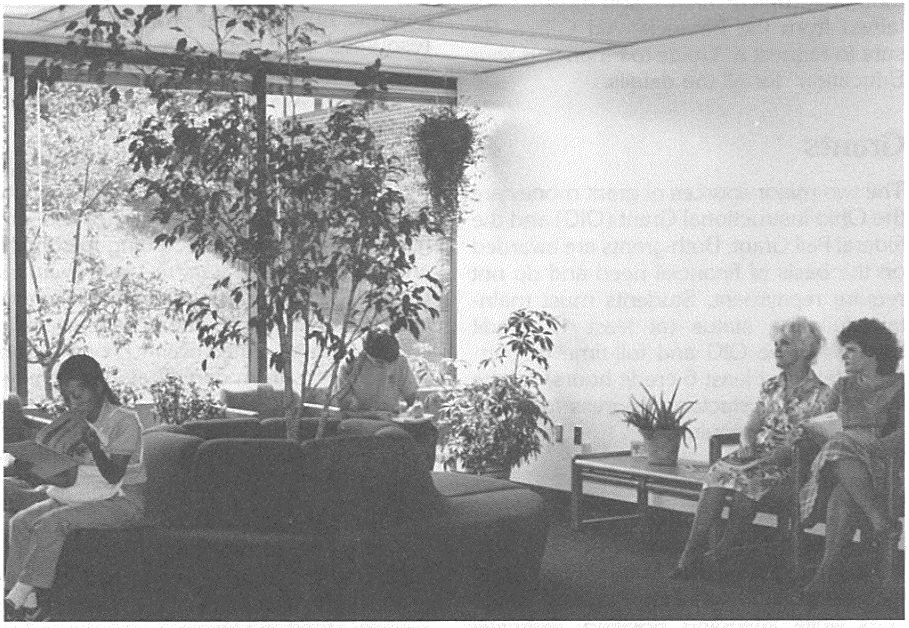




Financial Aid

Grants, scholarships, loans, work/study and tuition-reduction programs are available through HTC's Financial Aid Office. Most programs are based on financial need determined according to federal guidelines. The following briefly describes some of the forms of aid available, although complete information must be obtained from the Financial Aid Office. Be sure to request a "Guide to Financing Your Education" for all the details.

Grants

The two major sources of grant money are the Ohio Instructional Grant (OIG) and the federal Pell Grant. Both grants are awarded on the basis of financial need and do not require repayment. Students must maintain full-time status (at least 12 credit hours) for the OIG and full-time or part-time status (at least 6 credit hours) for the Pell Grant. Satisfactory progress toward a degree is also required.

JTPA

Jobs Training Partnership Act (JTPA) provides limited funds for books, tuition and fees to students meeting specific guidelines while attending Hocking Technical College. Interested persons may contact the college or their local employment service for eligibility guidelines or additional information.

Scholarships

Special donations have been made by different industries, businesses, and private citizens to fund scholarships for freshmen and various technical programs, including ceramic, nursing, heat processing, natural resources and computer science. More than 30 special scholarships are available to entering freshmen and the students in these technologies.

Other scholarships are available through the generosity of the college and its faculty and staff. *Presidential Scholarships* are given to outstanding, incoming freshmen, and *Principal Scholarships* are awarded to 35 students through area high school principals each year. The college's faculty and staff have created over 40 *Foundation Scholarships* from contributions and payroll deductions benefitting both first and second year students. This unique staff contribution program has received a Congressional commendation.

Scholarship selection is based on scholastic achievement, personal recommendations and a narrative accompanying the application. All students with a grade point average of 3.0 or better are encouraged to apply. Award amounts range from $200 to $600.

Campus-Based Programs

The campus-based programs supplement financial aid awarded through the OIG and Pell Grant. The *Supplemental Educational Opportunity Grant* is available to all students who are U.S. citizens and can demonstrate an exceptional financial need. The *Work-Study Program* allows students to work in a part-time job with earnings applied toward their college expenses. Students enrolled in the Associate Degree Nursing Program are eligible for *Nursing Student Loan* assistance at a low rate of interest.

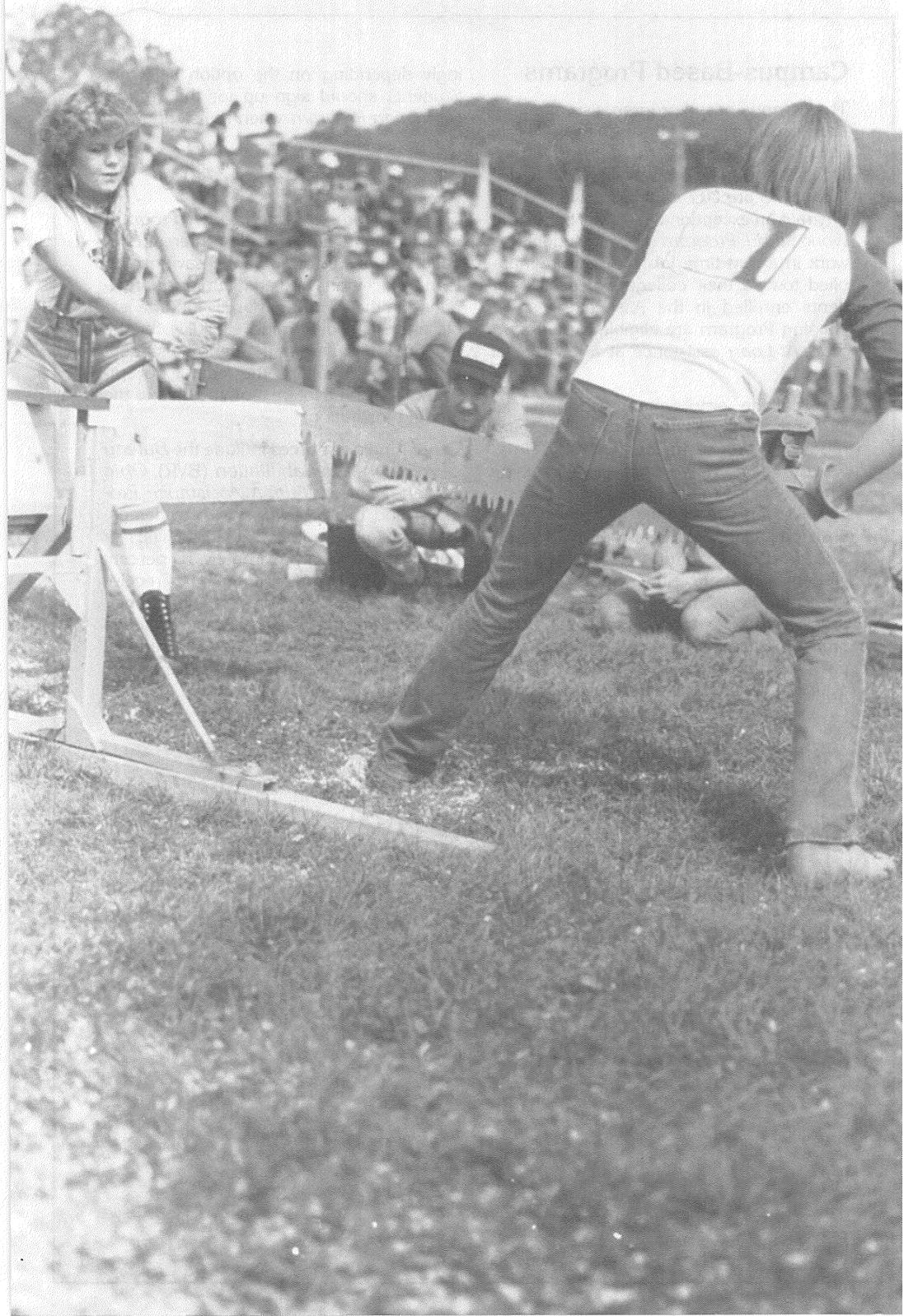
Two college employment programs let students work part-time to either earn money or reduce tuition. The *Part-Time/ Earn and Learn Program* gives students who otherwise would not qualify for financial assistance a chance to work in part-time jobs related to their program of study. The *Tuition Reduction Program* allows students who are either not eligible for grant funds or those receiving limited grant assistance to "work-off" tuition increases. Based on financial records supplied by the student, three options are available. Tuition can be reduced accordingly depending on the option selected. Students should sign up for the *Tuition Reduction Program* when registering.

Other Funding Sources

The Guaranteed Student Loan Program gives students access to low-interest educational loans through banks, savings and loan associations and credit unions participating in the program. Family income levels and need determine eligibility for the student loans. During the period a student is enrolled in college the federal government repays the interest on the loan to the lending institution.

Other funding sources include the *Bureau of Vocational Rehabilitation* (BVR), *Ohio National Guard Tuition Assistance Program* and the *G.I. Bill.* BVR provides assistance to individuals with disabilities or handicaps, and approximately 10 percent of the students attending HTC receive some financial help through this agency. Men and women who are either enlisted in the National Guard or are veterans are assisted financially through the other two programs.





COMMUNITY ACTIVITIES



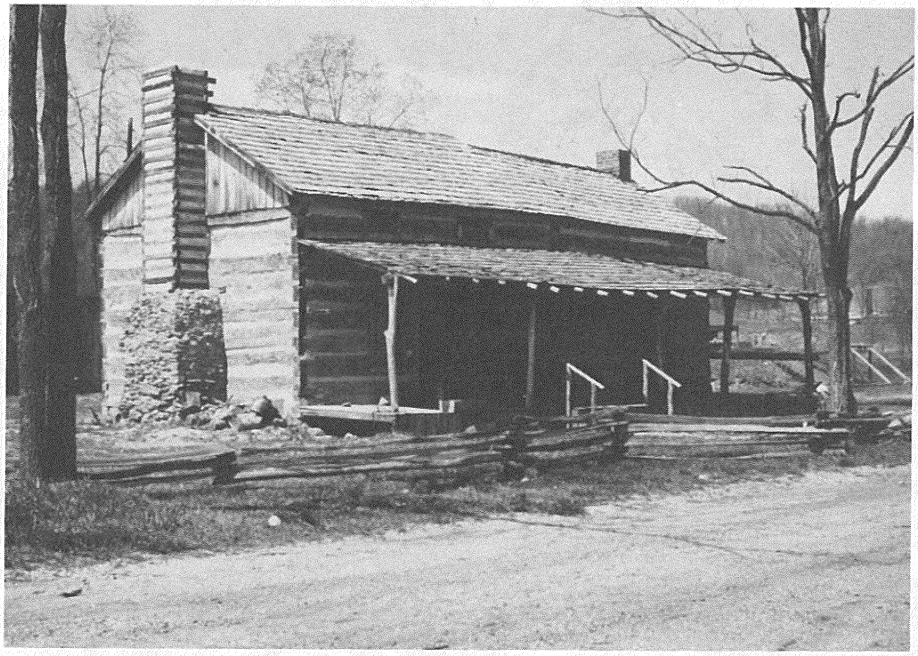
Hocking Technical College hosts several festivals and events throughout the year which attract statewide attention and bring thousands of visitors into the area.

The *Paul Bunyan Show* is one of Ohio's major festivals. Held the first Friday, Saturday and Sunday in October, the event draws over 38,000 people. Considered the state's premier lumberjack and logging show, millions of dollars' worth of equipment and talent are featured, including the Ohio guitar picking championship and the popular Bunyan Burger. The show is jointly sponsored by Hocking Technical College and the Ohio Forestry Association. Culinary arts, hotel-restaurant and business management programs operate much of the show.

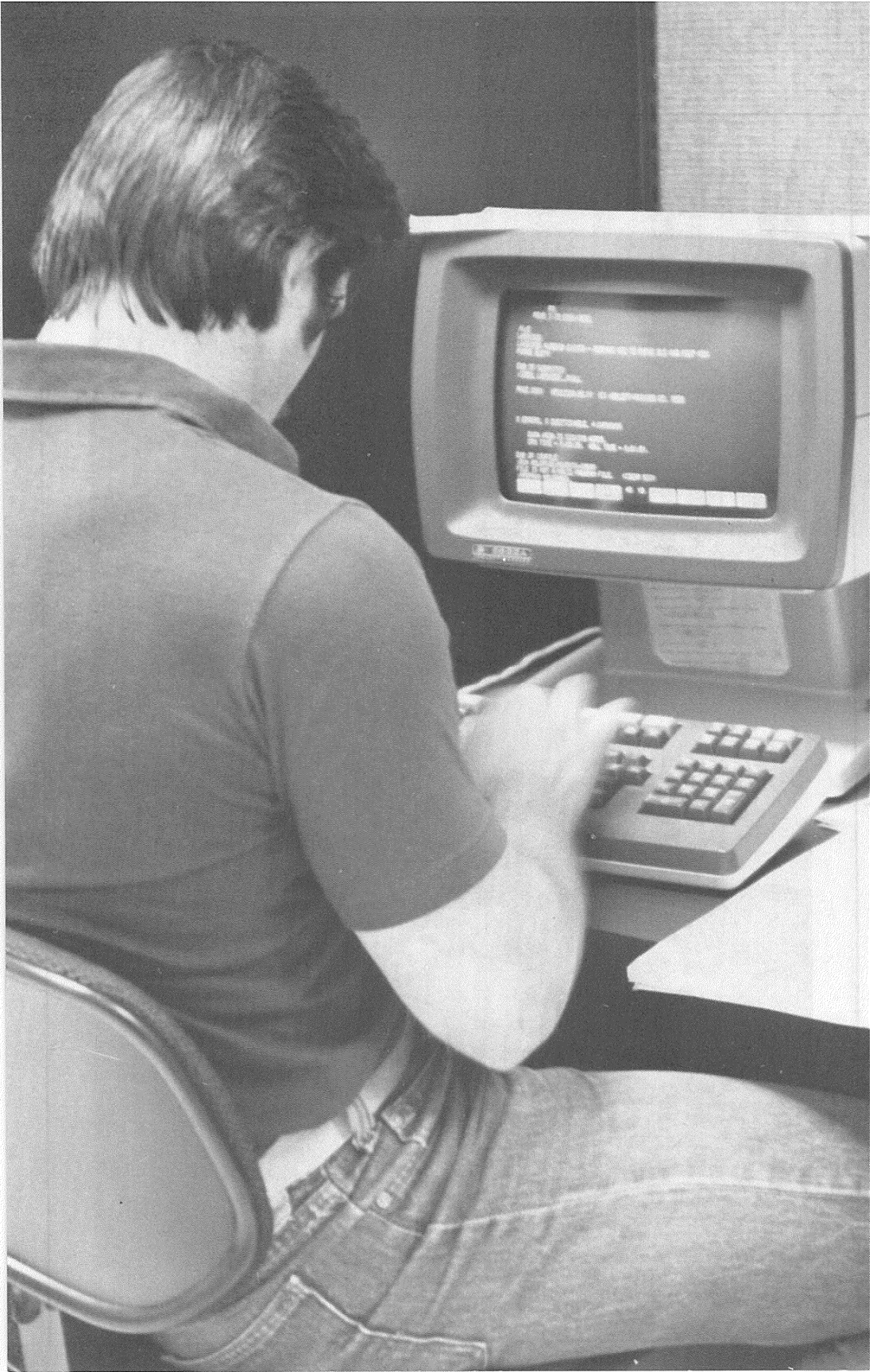
The campus also offers visitors a chance to see the *Ohio-Hocking Forestry Museum* and to take a ride on the Hocking Valley Scenic Railway. The Forestry Museum, in its developmental stages, is housed in two cabins, one of log and the other of early sawn timber. They contain an array of forestry artifacts, exhibits, and a photo collection of the region, woodlands, and way of life.

The Hocking Valley Scenic Railway gives visitors an opportunity to board old Engine 33 in Nelsonville, a real steam engine and to enjoy a 30-minute ride across the campus and through the hills of Southeastern Ohio.

If you visit the area be sure to dine and spend the night at the Hocking Valley Inn, Ohio's finest training facility for the Hotel/Restaurant and Culinary Arts programs. If you are traveling into the area by air, let the college make your reservation through its HTC/AAA Travel Agency Office (614-753-3510). Whatever your travel plans, call ahead for accommodations or assistance.







HOCKING TECHNICAL COLLEGE MEANS BUSINESS

College-owned and operated businesses and student-for-profit corporations provide a wealth of business experiences for those students wanting to learn "from the ground up."

An excellent example of hands-on entrepreneurial experience is the modern hydraulic *sawmill* on the college's 250-acre campus. The mill not only buys and sells both lumber and chips, but provides contract services for the Ohio Department of Natural Resources and local sawmillers.

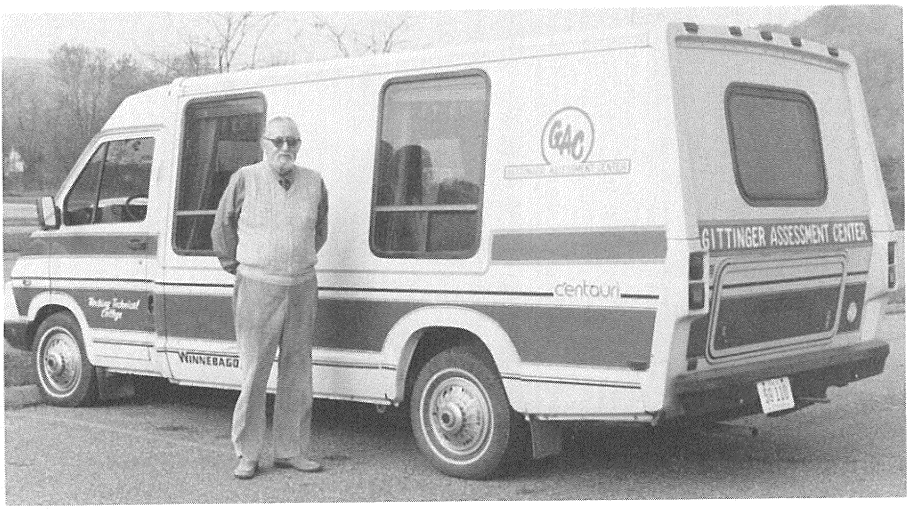
Forestry students cruise, buy, cut, mill and sell timber. HTC students and staff operate timber stand improvement programs for a variety of clients in the area.

The *HTC/AAA Travel Agency* is a full service travel agency resulting from a partnership between the college and the American Automobile Association. It is the first partnership of its kind in the nation and allows students to work under the supervision of travel professionals as they perform the many duties associated with the travel industry.

The *Hocking Valley Inn* is technical education as it was intended. Students in Culinary Arts and Hotel/Restaurant Management Technologies rotate through all job stations not only as learners, but in many areas for which they are paid. From dishwasher to dining room host or hostess and from making beds to registering guests the students learn each and every angle of business.

Campus Security is a full-time round-the-clock security service for Hocking Technical College but one that is also available to private businesses or institutions. Assistance is provided to local law enforcement agencies, community and civic groups and other college-related events who benefit from such services as traffic control, investigative assistance and security services.

The *Gittinger Assessment Center* staff uses a variety of standardized assessment instruments to determine preferred learning styles, interests, attitudes and achievement levels of each student. From these





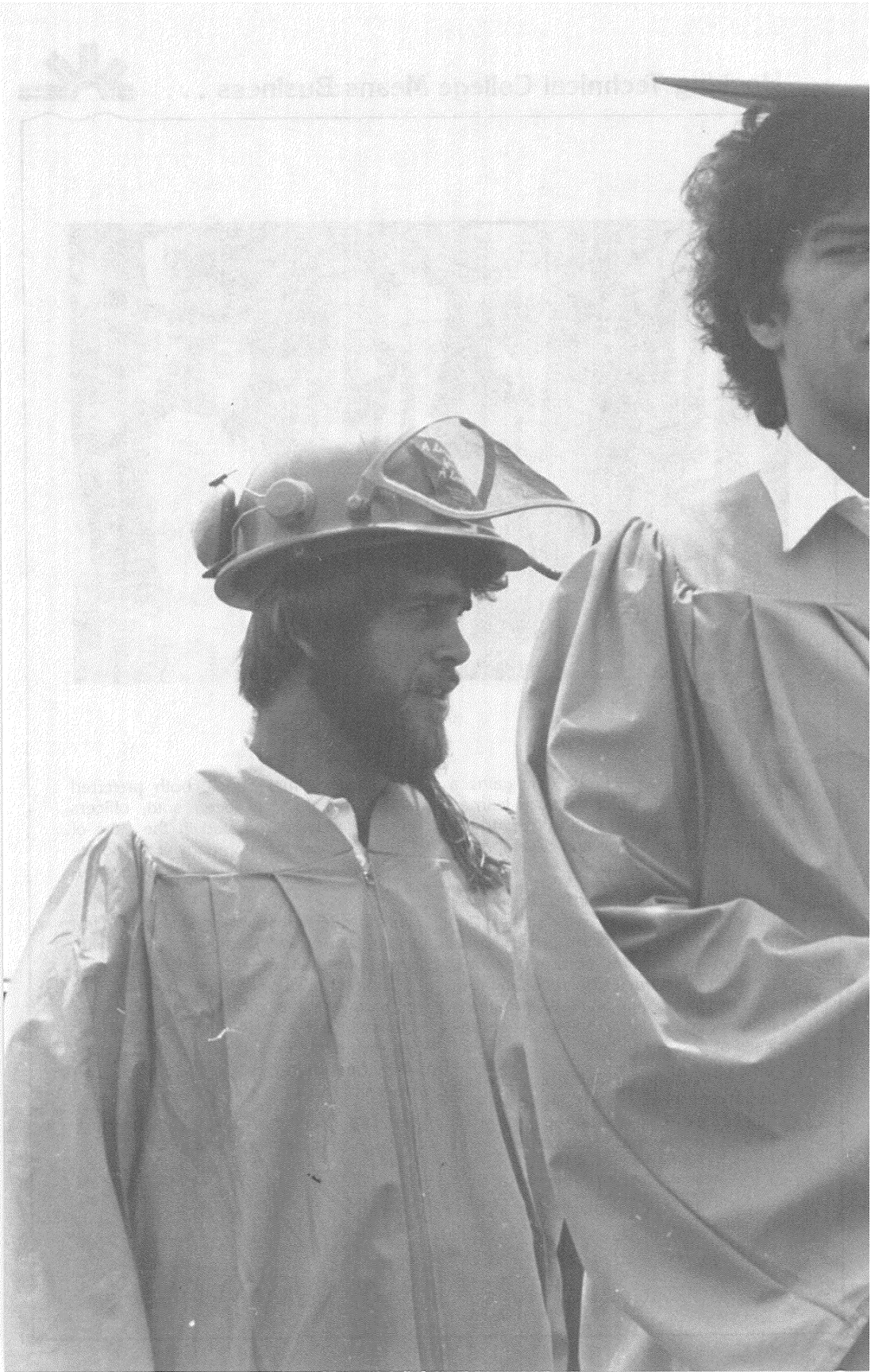
processes the student not only gains a self-knowledge but information is learned which aids faculty and staff in helping the student focus on career and development plans.

These same assessment instruments may be used to provide services to business, industry, agency or education professionals who wish to improve communications, personnel selection and screening processes, organizational analysis and team building or determining management capabilities of personnel.

Beaver Industries is a functioning student corporation established by students with guidance from college staff as a for-profit business and is the producer of wood products for fuel. Stock, both preferred and common, has been sold, officers elected and incorporated in the state of Ohio, making the company a corporate business—owned and operated by students.

The above listed businesses are only a few examples of how learning is linked with entrepreneurial experiences at Hocking Technical College. While no "formal" entrepreneurship program exists in the course offerings at Hocking Technical College, students truly learn about business while performing in a vast array of business situations.

Hocking Technical College means business . . . and learning by doing.



POLICIES AND PROCEDURES

"Hocking Tech is small by campus area but big in education. Class sizes are ideal, to me, because you get to know your instructors and you know what they expect of you."

—Wayne Bullock, student

Attendance

Specific attendance requirements are established by the instructor for each course. However, each instructor at HTC is required to keep a record of absences of each student.

Students receiving assistance from federal agencies such as Veterans Administration and BVR are required by those agencies to attend class regularly. Instructors will certify attendance only if the student is present in class. Due to the laboratory nature of many of Hocking Technical College's programs, students must understand that class attendance is essential for academic success. The attendance reporting system is outlined in the Student Guide under the heading of Constant Numbers.

Auditing of Courses

Students may audit courses by registering for them on an audit basis. A student may not change from an audit to a credit after the quarter has begun. Regular fees are assessed for auditing a class.

Auto Registration, Parking

All vehicles driven by students to school must be registered with Campus Security. A schedule of when and how to register vehicles may be obtained at the Campus Security Office. Only properly registered cars will be permitted in student parking areas. Students who register cars will receive a copy of parking regulations which are strictly enforced.

Change of Grade

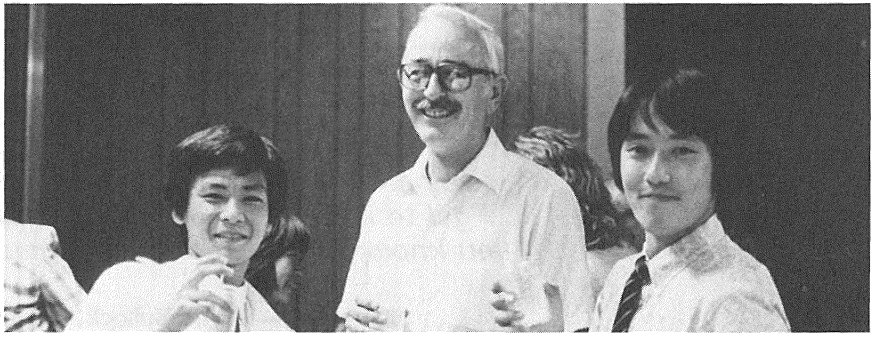
From time to time the student may be unable to complete a course in the normal allotted time and may receive an "incomplete" grade. A grade change form is required to change this. The change of grade must be submitted by the instructor. See the Student Guide for the outlined procedure for change of grade.

Change of Technology

A student may need to change from one technology to another due to changing interests and/or course requirements. To do this, the student should first consult the academic advisor and the program coordinator of his/her current program and the coordinator of the program into which he/she wishes to change. After this consultation the student should contact the Student Services Center to complete the change.

Grades: How to Compute

Hocking Technical College uses a standard letter grade system and assesses quality points to each grade ("A" through "D") according to the listing below. The four letter grades are the only grades assigned quality points. The cumulative grade point average is the sum of the quality points divided by the sum of all credit hours taken. Selected Health Careers programs do not issue grades below a "C". These programs are listed in the Student Guide. The grade report contains both a cumulative (total to date) average and a quarterly average.



Grading Codes

These grades are used for reporting purposes:

A - Exceptional
B - Superior
C - Average
D - Below Average
NC - No Credit (Failure)
I - Incomplete
PR - PACE in Progress
CA - Credit by Advanced Standing
CE - Credit by Examination
CL - Credit Life Experience
AU - Audit
T - Transfer
S - Satisfactory
U - Unsatisfactory

The following grades are included in the calculation of the grade point average:

Grade	Quality Points
A	4.0
A−	3.7
B+	3.3
B	3.0
B−	2.7
C+	2.3
C	2.0
C−	1.7
D+	1.3
D	1.0
NC	0.0

Symbols Appearing Before Course Name:

*-Course dropped from accum totals because of program change
x-Repeated course not figured in accum totals

The college offers TRANSFER CREDIT PROCEDURES, CREDIT BY ASSESSMENT OF PRIOR EXPERIENTIAL LEARNING, CREDIT BY ADVANCED STANDING, and CREDIT BY EXAMINATION. Please consult the Student Guide for information about these.

Graduation Requirements

Applications for graduation may be obtained from the Records Office and must



be made the quarter prior to the planned quarter of completion. The department director is responsible for verifying that graduation requirements have been met.

Probation and Academic Dismissal

Academic dismissal from the institution in all cases will be determined by the Vice President of Student Services. A student will be placed on Academic Probation if after completing the following credit hours the student has failed to earn the corresponding minimum cumulative grade point averages:

Credits Attempted	Minimum Cumulative G.P.A.
12-30 inclusive	1.500
31-44 inclusive	1.600
45-74 inclusive	1.750
75 or more	2.000

These minimum grade point averages insure the student's progress toward graduation. In addition, a student earning less than 1.500 for any quarter, attempting more than 5 hours will be placed on probation.

If a student is on academic probation for two consecutive quarters and has not earned the required grade point average, the student will be subject to academic dismissal. Students will be subject to academic dismissal if their cumulative grade point average falls below .750 at any time after completing 20 hours.

Appeals to these policies should be made to the Vice President of Student Services.



TECHNOLOGY CURRICULUM

AUTOMOTIVE SERVICE MANAGEMENT

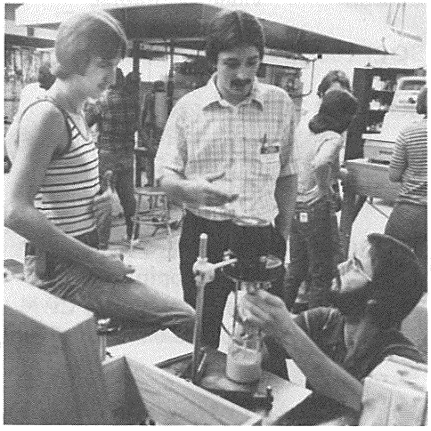
AU 101	Automotive Service Orientation
AU 102	Internal Combustion Engines
AU 107	Gaseous Fueled Engines
HC 105	Defensive Driving
AU 103	Carburetion & Fuel Systems
AU 104	Automotive Diesel Engines
BUS 120	Personal Finance
EGR 113	Physical Science I
AU 105	Automotive Air Conditioning
AU 106	Automotive Electricity
AU 108	Natural Gas Vehicle Safety
AU 109	Gaseous Carburetion & Fuel Systems
ACC 100	Accounting I
AU 201	Automotive Ignition Systems
AU 202	Brake Systems
BUS 170	Fundamentals of Business I
CS 150	Computer Literacy
AU 203	Standard Transmissions
AU 204	Suspension Systems
BUS 171	Fundamentals of Business II
COMM 104	Job Search Techniques
COMM 225	Technical Writing
EGR 201	Occupational Safety
AU 206	Automatic Transmissions
AU 208	Performance Testing & Emission Systems
AU 209	Automotive Practicum
AU 210	Automotive Seminar
AU 211	Fleet Maintenance and Operations
EGR 212	Industrial Supervision

BROADCAST ENGINEERING

BC 101	Orientation to Broadcast Media
EE 103	AC/DC Circuits
MATH 176	Algebra for Electronics
BC 102	Introduction to Broadcast Production
EE 104	Advanced Topics AC/DC
EE 105	Electronic Devices
MATH 173	Intermediate Technical Math
BC 103	Broadcast Equipment
DD 207	Electronic Drawing
EE 106	Control & Linear Devices I
EGR 103	Physics II
MATH 177	Algebra II
BC 201	T.V. Systems
COMM 225	Technical Writing
EE 204	Control & Linear Devices II
EE 208	Electrical Measurement
EE 210	Communication Systems
BC 202	Color T.V. Transmission
BC 203	Orientation to Broadcast Certification
BUS 120	Personal Finance
EE 214	Digital Electronics
EGR 209	Computer Math
BC 204	Broadcast Equipment Maintenance
BC 205	Broadcast Instruments & Measurement
BC 295	Broadcast Seminar
BC 296	Broadcast Practicum
COMM 104	Job Search Techniques
EE 211	Microwave Systems
EE 215	Fundamentals of Microprocessors

CERAMIC ENGINEERING

CER 101	Ceramic Mineral Systems Development & Procurement Methods
CHEM 100	Introduction to Chemistry
COMM 130	Speech
DD 101	Engineering Drawing I
MATH 172	Introduction to Technical Math
CER 102	Ceramic Materials-Chemistry & Crystal Structures
CHEM 120	Chemistry for Ceramics
DD 102	Engineering Drawing II



MATH 173	Intermediate Technical Math
CER 103	Ceramic Processes
CER 104	Combustion I
EGR 103	Physics II
MATH 175	Algebra I
CER 201	Combustion II
CER 202	Glasses
COMM 104	Job Search Techniques
COMM 225	Technical Writing
EGR 106	Introduction to Electricity
MATH 177	Algebra II
CER 203	Statistical Quality Control
CER 204	Glazes and Enamels
CER 206	Ceramic Automation
CER 208	Technical Laboratory
EE 213	Digital Control Systems
EGR 210	Instruments & Controls
BUS 120	Personal Finance
CER 207	ASTM Procedures
CER 209	Seminar in Industrial Problems
EGR 212	Industrial Supervision
EGR 213	Hydraulics & Pneumatics
PSYC 153	Industrial Psychology

DRAFTING AND DESIGN

DD 101	Engineering Drawing I
EGR 108	Manufacturing Process I
MATH 172	Introduction to Technical Math
PSYC 150	Introduction to Psychology
SOCI 163	Human Relations at Work
SOCI 164	The Individual & the Work Place
DD 102	Engineering Drawing II
EGR 102	Physics I
EGR 109	Manufacturing Process II
MATH 173	Intermediate Technical Math
SEC 180	Keyboarding
DD 103	Engineering Drawing III
EGR 103	Physics II
EGR 110	Manufacturing Process III
MATH 175	Algebra I
DD 200	Architecture I
DD 204	Descriptive Geometry
DD 206	Graphics
EGR 106	Introduction to Electricity
NR 123	Surveying
COMM 104	Job Search Techniques
COMM 225	Technical Writing
DD 201	Architecture II
DD 202	Advanced Drafting/CAD
DD 203	Electrical Drawing
SOCI 160	Introduction to Sociology
BUS 120	Personal Finance
DD 205	Die Design
EGR 201	Occupational Safety
EGR 211	Fortran
EGR 212	Industrial Supervision
EGR 213	Hydraulics & Pneumatics

ELECTRONIC ENGINEERING

DD 101	Engineering Drawing I
EE 103	AC/DC Circuits
MATH 176	Algebra for Electronics
EE 104	Advanced Topics AC/DC
EE 105	Electronic Devices
EGR 102	Physics I
MATH 173	Intermediate Technical Math
COMM 104	Job Search Techniques
DD 207	Electronic Drawing
EE 106	Control & Linear Devices I
EGR 103	Physics II
MATH 177	Algebra II

SEC 180	Keyboarding
COMM 225	Technical Writing
EE 204	Control & Linear Devices II
EE 208	Electrical Measurement
EE 210	Communication Systems
EGR 210	Instruments & Controls
EE 209	Electrical Process I
EE 214	Digital Electronics
EGR 209	Computer Math
EGR 211	Fortran
SOCI 163	Human Relations at Work
SOCI 164	The Individual & the Work Place
BUS 120	Personal Finance
EE 211	Microwave Systems
EE 212	Electrical Process II
EE 215	Fundamentals of Microprocessors
SUPR 235	Supervision and Leadership

ELECTRONIC ENGINEERING (MICROCOMPUTER)

EE 103	AC/DC Circuits
EE 252	Basic Programming
MATH 176	Algebra for Electronics
EE 105	Electronic Devices
EE 107	Digital Logic I
EGR 209	Computer Math
MATH 173	Intermediate Technical Math
DD 207	Electronic Drawing
EE 106	Control & Linear Devices I
EGR 103	Physics II
MATH 177	Algebra II
SEC 180	Keyboarding
COMM 104	Job Search Techniques
COMM 225	Technical Writing
EE 208	Electrical Measurements
EE 216	Digital Logic II
EE 217	Microprocessor I
EGR 210	Instruments & Controls
EE 209	Electrical Process I
EE 218	Microprocessor II
EE 222	Z80 Assembly Language Programming
EE 223	Video & Graphic Techniques
SOCI 163	Human Relations at Work
SOCI 164	The Individual & the Work Place
BUS 120	Personal Finance
EE 219	Computer Hardware & Maintenance
EE 220	Computer Program Development
EE 221	Disk Basic (and) CP/M
SUPR 235	Supervision & Leadership

HEAT PROCESSING

BUS 120	Personal Finance
EGR 108	Manufacturing Process I
HP 100	Heat Treating I
MATH 172	Introduction to Technical Math
PSYC 150	Introduction to Psychology
DD 101	Engineering Drawing I
EGR 102	Physics I
HP 101	Combustion & Burner Operation
MATH 173	Intermediate Technical Math
DD 102	Engineering Drawing II
EGR 103	Physics II
EGR 106	Introduction to Electricity
MATH 175	Algebra I
EGR 210	Instruments & Controls



HP 201	Heat Transfer
HP 202	Furnace Electrics
HP 203	Furnace Atmosphere Preparation
HP 206	Fuel Properties
MATH 177	Algebra II
COMM 104	Job Search Techniques
COMM 225	Technical Writing
EE 213	Digital Control Systems
HP 200	Industrial Furnace Design
HP 204	Fuel Burning Systems
HP 205	Heat Treating II
EGR 212	Industrial Supervision
HP 102	Vacuum Furnace
HP 207	Heat Processing Calculations
HP 208	Metal Quality Control
HP 209	Furnace Maintenance
SOCI 163	Human Relations at Work
SOCI 164	The Individual & the Work Place

OIL WELL DRILLING AND PRODUCTION

MATH 172	Introduction to Technical Math
OP 100	Cable Tool Drilling
OP 101	Well Completions
OP 102	Subsurface Geology
OP 207	Oil and Gas Law
CHEM 100	Introduction to Chemistry
MATH 175	Algebra I
OP 103	Introduction to Petroleum Production
OP 104	Well Abandonment and Fishing
OP 105	Pipe Fitting
CHEM 110	Chemistry for Oil Well Drilling and Production
EGR 201	Occupational Safety
OP 107	Rotary Drilling
OP 108	Pumping
OP 109	Gas Measurement
COMM 225	Technical Writing
BUS 170	Fundamentals of Business I
BUS 200	Business Law
HC 104	Standard First Aid Multi Media
OP 200	Bottom Hole Pumps
OP 201	Electricity in Production
OP 202	Careers in Petroleum
OP 203	Prime Movers
OP 204	Well Stimulations
BUS 171	Fundamentals of Business II
OP 205	Modern Well Logging
OP 206	Advanced Rotary Techniques
PSYC 150	Introduction to Psychology
SUPR 235	Supervision and Leadership
BUS 260	Self-Directed Learning in Management
GOVT 142	Interacting with Government and Politics
OP 208	Production Economics
OP 209	Well Servicing and Services
OP 210	Advanced Petroleum Applications
OP 211	Geology of the Appalachian Basin

DIETETIC (FOOD SERVICE MANAGEMENT)

DT 100	Survey of Dietetics
DT 101	Dietetic Directed Practice I
DT 102	Basic Nutrition
DT 103	Food Preparation Principles I
HC 102	Health Promotion Elective
HRCA 110	Safety and Sanitation
MATH 170	Basic Technical Math
DT 110	Applied Nutrition
DT 111	Dietetic Directed Practice II
DT 113	Food Preparation Principles II
HC 101	Medical Terminology I
SEC 185	Basic Elements of Typing

DT 119	Food Purchasing for Health Care Institutions
DT 120	Normal and Modified Menu Planning
DT 121	Dietetic Directed Practice III
DT 122	Supervision in Dietetics
HC 100	The Human Organism
ACC 100	Accounting I
COMM 225	Technical Writing
DT 209	Food Service Directed Practice I
HC 202	Community Health
PSYC 150	Introduction to Psychology
SOCI 163	Human Relations at Work
SOCI 164	The Individual and the Work Place
ACC 101	Accounting II
COMM 130	Speech
CS 120	Introduction to Data
DT 219	Food Service Directed Practice II
HC 103	Cardiopulmonary Resuscitation
HC 220	Personnel Supervision
HOTR 135	Quantity Food Management
COMM 104	Job Search Techniques
DT 220	Current Topics in Dietetics
DT 223	Dietetic Service Management
DT 229	Food Service Directed Practice III
EGR 201	Occupational Safety
HRCA 223	Food Cost Control
SOCI 160	Introduction to Sociology

EMERGENCY MEDICAL

EM 100	Basic Emergency Victim Care
EM 101	EMT Clinical Experience I
EM 102	Defensive Driving and Emergency Vehicle Operation
EM 103	Orientation to Emergency Services



HC 100	The Human Organism
HC 101	Medical Terminology I
HC 102	Health Promotion Elective
HC 103	Cardiopulmonary Resuscitation
NT 104	Pharmacology Math
EM 110	EMT Conditions and Techniques I
EM 111	EMT Clinical Experience II
EM 112	Emergency Service Communication Skills
HC 110	Anatomy and Physiology I
PSYC 150	Introduction to Psychology
COMM 104	Job Search Techniques
EM 120	EMT Conditioning and Techniques II
EM 121	EMT Clinical Experience III
EM 122	Rescue Squad Experience
EM 125	Rescue and Rappelling
HC 120	Anatomy and Physiology II
EM 201	Paramedic Practicum
EM 202	Advanced Cardiac Life Support
EM 203	Emergency Rescue Operations
EM 214	Paramedic Externship I
HC 130	Basic Pathology
HC 131	Fluids and Electrolytes

PSYC 152	Abnormal Psychology
EM 200	Physical Assessment and Emergency Room Techniques
EM 204	Introduction to Hazardous Materials
EM 211	Psychological Clinical Experience for EMT's
EM 212	Search Techniques
EM 213	Public Administration, Relations, Education
HC 220	Personnel Supervision
COMM 130	Speech
CS 150	Computer Literacy
EM 215	Paramedic Externship II
EM 216	Water Rescue
EM 221	Inservice Education Clinical Experience for EMT's
SEC 185	Basic Elements of Typing
SOCI 163	Human Relations at Work
SOCI 164	The Individual and the Work Place

FIRE AND EMERGENCY SERVICES

EM 203	Emergency Rescue Operations
EM 204	Introduction to Hazardous Materials
FS 100	Basic Fire Fighting (36 hr)
FS 101	Fire Prevention Techniques
FS 102	Orientation to Fire Services
PSYC 154	Interpersonal Relationships
HC 103	Cardiopulmonary Resuscitation
HC 104	Standard First Aid Multi Media
CHEM 100	Introduction to Chemistry
COMM 130	Speech
EM 213	Public Administration, Relations, Education
FS 111	Emergency Response to Hazardous Materials Incidents
FS 122	Fire Investigation Methods
SUPR 235	Supervison and Leadership
CS 150	Computer Literacy
EM 216	Water Rescue
FS 110	Advanced Fire Fighting (200 hr)
FS 112	Hazardous Materials Tactics and Skills
FS 240	Industrial Fire Protection
EM 100	Basic Emergency Victim Care
EM 101	EMT Clinical Experience I
EM 102	Defensive Driving and Emergency Vehicle Operation
EM 103	Orientation to Emergency Services
HC 100	The Human Organism
HC 101	Medical Terminology I
HC 102	Health Promotion Elective
NT 104	Pharmacology Math
HC 103	Cardiopulmonary Resuscitation
HC 104	Standard First Aid Multi Media
EM 110	EMT Conditions and Techniques I
EM 111	EMT Clinical Experience II
EM 112	Emergency Service Communication Skills
HC 110	Anatomy and Physiology I
PSYC 150	Introduction to Psychology
COMM 104	Job Search Techniques
EM 120	EMT Conditions and Techniques II
EM 121	EMT Clinical Experience III

MEDICAL ASSISTANT

COMM 150	Punctuation and Grammar
HC 100	The Human Organism
HC 101	Medical Terminology I
HC 102	Health Promotion Elective

MA 100	Basic Clinical Assisting Procedures
MA 102	Medical Office Procedures I
SEC 100	Beginning Typing
HC 110	Anatomy and Physiology I
HC 111	Medical Terminology II
MA 110	Family Practice Clinical Assisting Procedures
MA 112	Medical Law, Confidentiality and Ethics
MA 113	Nutrition for Medical Assistants
MA 102	Medical Office Procedures I
MA 122	Medical Office Procedures II
SEC 101	Intermediate Typing
HC 103	Cardiopulmonary Resuscitation
HC 120	Anatomy and Physiology II
MA 120	Obstetric, Gynecologic, Pediatric Clinical Assisting Procedures
NT 104	Pharmacology Math
PSYC 150	Introduction to Psychology
MA 122	Medical Office Procedures II
SEC 101	Intermediate Typing
MA 200	Advanced Clinical Assisting Procedures
MA 202	Pharmacology for Medical Assistants
MA 203	Medical Assistant Externship I
PSYC 151	Developmental Psychology
SUPR 235	Supervision and Leadership
SOCI 163	Human Relations at Work
SOCI 164	The Individual and the Work Place
ACC 100	Accounting I
CS 150	Computer Literacy
HC 121	Medical Transcription
HC 202	Community Health
HC 220	Personnel Supervision
MA 204	Medical Assistant Externship II
COMM 104	Job Search Techniques
HC 104	Standard First Aid Multi Media
MA 205	Medical Assistant Externship III
MA 220	Medical Lab Procedures
MA 222	Financial Records and Reports
MA 223	Computer Applications in Medical Assisting
EM 122	Rescue Squad Experience
EM 125	Rescue and Rappelling
HC 120	Anatomy and Physiology II

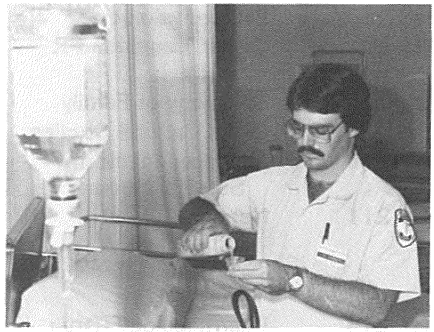
MEDICAL RECORD

COMM 150	Punctuation and Grammar
HC 100	The Human Organism
HC 101	Medical Terminology I
HC 102	Health Promotion Elective
MR 100	Medical Record and Health Agency Orientation
PSYC 154	Interpersonal Relationships
SEC 100	Beginning Typing
HC 110	Anatomy and Physiology I
HC 111	Medical Terminology II
MA 112	Medical Law, Confidentiality and Ethics
MR 110	Health Records and Procedures
SEC 101	Intermediate Typing
CS 120	Introduction to Data
HC 120	Anatomy and Physiology II
HC 121	Medical Transcription
MATH 170	Basic Technical Math
MR 120	Coding and Abstracting
HC 130	Basic Pathology
MR 200	Health Statistics and Medical Audit

MR 201	Medical Record Directed Practice I
MR 202	Computer Applications in Medical Records
SUPR 235	Supervision and Leadership
COMM 104	Job Search Techniques
HC 220	Personnel Supervision
MR 210	Trends in Health Care Delivery
MR 211	Medical Record Directed Practice II
PSYC 150	Introduction to Psychology
SEC 135	Introduction to Word Processing
HC 103	Cardiopulmonary Resuscitation
HC 104	Standard First Aid Multi Media
MR 205	Pharmacology for Medical Records
MR 220	Planning for Health Information Services
MR 221	Medical Record Directed Practice III
MR 295	Medical Record Seminar
PSYC 152	Abnormal Psychology

NURSING

NT 100	Nursing Fundamentals/ Gerontology
NT 101	Nursing Clinical Experience I - Fundamentals/ Geriatrics
NT 104	Pharmacology Math
NT 102	Nursing Dynamics I
NT 103	Nutrition (Nutrients)
HC 100	The Human Organism
PSYC 150	Introduction to Psychology
NT 110	Nursing Fundamentals/ Obstetrics
NT 111	Nursing Clinical Experience II - Fundamentals/ Obstetrics
NT 114	Pharmacology (Introduction and Administration)



NT 112	Nursing Dynamics II
NT 113	Nutrition (Life Span)
HC 110	Anatomy and Physiology I
HC 114	Standard First Aid
HC 103	Cardiopulmonary Resuscitation
NT 120	Medical/Surgical Nursing of the Adult
NT 121	Nursing Clinical Experience III - Medical/Surgical
NT 124	Pharmacology (Drug Classification I)
NT 122	Nursing Dynamics III
NT 123	Nutrition (Diet Therapy I)
HC 120	Anatomy and Physiology II
PSYC 151	Developmental Psychology
NT 130	Medical/Surgical Nursing of the Adult and Child
NT 131	Nursing Clinical Experience IV - Medical/ Surgical/Pediatric
NT 134	Pharmacology (Drug Classification II)
NT 132	Nursing Dynamics IV
NT 133	Nutrition (Economics)
HC 130	Basic Pathology
HC 131	Fluids and Electrolytes
PSYC 152	Abnormal Psychology
NT 200	Mental Health Nursing
NT 201	Nursing Clinical Experience V - Psychiatric/Mental Health

HC 200	Pathophysiology
NT 202	Career Transition PR to RN
SOCI 161	Sociology of Family
SOCI 165	Cross Cultural Studies
NT 210	Advanced Medical/ Surgical Nursing
NT 211	Nursing Clinical Experience VI - Advanced Medical/ Surgical
NT 214	Pharmacology (Drug Classification III)
NT 213	Nutrition (Diet Therapy II)
HC 102	Health Promotion Elective
COMM 104	Job Search Techniques
NT 220	Nursing Care of Groups of Patients
NT 221	Nursing Clinical Experience VII - Nursing Care of Groups of Patients
NT 225	Advanced Obstetric/ Pediatric Nursing
NT 222	Nursing Dynamics V
HC 202	Community Health
HC 246	Health Trends and Issues
COMM 130	Speech

NURSING FOR GRADUATES OF APPROVED SCHOOLS OF PRACTICAL NURSING

NT 100	Nursing Fundamentals/ Gerontology
NT 101	Nursing Clinical Experience I - Fundamentals/ Geriatrics
NT 104	Pharmacology Math
NT 102	Nursing Dynamics I
NT 103	Nutrition (Nutrients)
HC 100	The Human Organism
PSYC 150	Introduction to Psychology
NT 110	Nursing Fundamentals/ Obstetrics
NT 111	Nursing Clinical Experience II - Fundamentals/ Obstetrics
NT 114	Pharmacology (Introduction and Administration)
NT 112	Nursing Dynamics II
NT 113	Nutrition (Life Span)
HC 110	Anatomy and Physiology I
HC 114	Standard First Aid
HC 103	Cardiopulmonary Resuscitation
NT 120	Medical/Surgical Nursing of the Adult
NT 121	Nursing Clinical Experience III - Medical/Surgical
NT 124	Pharmacology (Drug Classification I)
NT 122	Nursing Dynamics III
NT 123	Nutrition (Diet Therapy I)
HC 120	Anatomy and Physiology II
PSYC 151	Developmental Psychology
NT 130	Medical/Surgical Nursing of the Adult and Child
NT 131	Nursing Clinical Experience IV - Medical/ Surgical/Pediatric
NT 134	Pharmacology (Drug Classification II)
NT 132	Nursing Dynamics IV
NT 133	Nutrition (Economics)
HC 130	Basic Pathology
HC 131	Fluids and Electrolytes
PSYC 152	Abnormal Psychology
NT 140	Technical Aspects of Medical/Surgical Nursing
NT 142	Technical Aspects of Nursing Dynamics
NT 143	Technical Aspects of Nutrition
NT 104	Pharmacology Math
HC 140	Technical Aspects of Anatomy and Physiology

NT 145	Technical Aspects of Obstetric/Pediatric Nursing
NT 144	Technical Aspects of Pharmacology
NT 200	Mental Health Nursing
NT 201	Nursing Clinical Experience V - Psychiatric/Mental Health
HC 200	Pathophysiology
NT 202	Career Transition PN to RN
SOCI 161	Sociology of Family
SOCI 165	Cross Cultural Studies
COMM 110 121 122	Intensive Reading/ Communications I/II
NT 210	Advanced Medical/ Surgical Nursing
NT 211	Nursing Clinical Experience VI - Advanced Medical/ Surgical
NT 214	Pharmacology (Drug Classification III)
NT 213	Nutrition (Diet Therapy II)
HC 102	Health Promotion Elective
COMM 104	Job Search Techniques
NT 220	Nursing Care of Groups of Patients
NT 221	Nursing Clinical Experience VII - Nursing Care of Groups of Patients
NT 225	Advanced Obstetric/ Pediatric Nursing
NT 222	Nursing Dynamics V
HC 202	Community Health
HC 246	Health Trends and Issues
COMM 130	Speech

FORESTRY

FOR 111	Dendrology (Forestry)
HC 103	Cardiopulmonary Resuscitation
HC 104	Standard First Aid Multi Media
MATH 172	Introduction to Technical Math
NR 110	Introduction to Natural Resources
NR 125	Forest Soils
FOR 120	Photo Interpretation
FOR 121	Forest Fire Control
FOR 122	Technical Drawing
MATH 173	Intermediate Technical Math
NR 120	Botany
CS 150	Computer Literacy
FOR 110	Reforestation and Reclamation
FOR 123	Forest Measurements
FOR 131	Forest Entomology and Pathology
NR 256	Forest Pesticides
BUS 100	Principles of Business Management I
COMM 225	Technical Writing
FOR 210	Forest Mensuration
FOR 211	Timber Harvesting
NR 123	Surveying
BUS 101	Principles of Business Management II
FOR 220	Applied Silviculture
FOR 221	Machine Maintenance
NR 221	Orientation to Employment
REC 215	Introduction to Wildlife Management
SUPR 235	Supervision and Leadership
COMM 130	Speech
FOR 230	Forest Management
FOR 231	Forest Products Utilization
FOR 232	Lumber Grading, Marketing
SOCI 163	Human Relations at Work

RECREATION AND WILDLIFE

REC 110	Chain Saw Operation
REC 134	Environmental Problems (Recreation and Wildlife)
REC 113	Watercraft Operation and Maintenance

REC 111	Dendrology (Recreation and Wildlife)
REC 114	Recreation Management Seminar
NR 121	Zoology
MATH 172	Introduction to Technical Math
REC 121	Ohio Trees
REC 122	Game Animals of East Central U.S.
REC 123	Cartography
REC 120	Woodshop
NR 120	Botany
MATH 173	Intermediate Technical Math
REC 136	Wildlife Investigation Techniques
REC 130	Recreation Areas Equipment
HC 104	Standard First Aid Multi Media
REC 131	Field Biology
REC 132	Geology
NR 259	Outdoor Programs
REC 235	Guided Interpretive Activities
REC 210	Problems in Ecology
FOR 222	Introduction to Forestry
REC 215	Introduction to Wildlife Management
REC 213	Fish Ecology
NR 123	Surveying
REC 137	Outdoor Concepts and Techniques
REC 211	Soils
CJ 222	Laws of Arrest, Search and Seizure
NR 225	Natural Resources Administration
REC 222	Management of Recreation Areas
CHEM 100	Introduction to Chemistry
REC 226	Developing and Designing Outdoor Study Sites
SUPR 235	Supervision and Leadership
REC 221	Fish Management I
REC 236	Exhibit and Visitor Center Design
REC 232	Park Landscaping
REC 233	Ornithology
HC 103	Cardiopulmonary Resuscitation
REC 234	Archaeology
REC 238	Fish Management II
REC 239	Wildlife Management
REC 237	Self-Guided Interpretive Activities
REC 135	Interpretive Graphics
REC 241	Fish Hatchery Management

SAWMILL OPERATION - LUMBER GRADING

SLG 110	Lumber Grading I
SLG 111	Log Grading and Scaling
SLG 112	Sawmill Operation I
SLG 122	Sawmill Operation II
SLG 130	Lumber Grading II
SLG 131	Lumber Grading III
BUS 100	Principles of Business Management I
FOR 122	Technical Drawing
FOR 222	Introduction to Forestry
MATH 172	Introduction to Technical Math
PSYC 150	Introduction to Psychology
COMM 110 121 122	Intensive Reading/ Communications I/II
ACC 100	Accounting I
BUS 101	Principles of Business Management II
COMM 130	Speech
SOCI 160	Introduction to Sociology
SOCI 163	Human Relations at Work
COMM 225	Technical Writing
CS 130	Computer Concepts
EGR 212	Industrial Supervision
NR 226	Production Analysis

TIMBER HARVESTING - TREE CARE

COMM 104	Job Search Techniques
EGR 201	Occupational Safety
HC 103	Cardiopulmonary Resuscitation

HC 104	Standard First Aid Multi Media
THS 110	Tree Identification
THS 111	Diesel, Gasoline, and Small Engine Maintenance and Repair
THS 112	Timber Harvesting Skills I
BUS 120	Personal Finance
THS 120	Hydraulic and Mechanical Systems Maintenance and Repair
THS 121	Welding
THS 122	Timber Harvesting Skills II
THS 123	Timber and Log Scaling
THS 130	Timber Harvesting Skills III
THS 131	Timber Harvesting Seminar
FOR 222	Introduction to Forestry
MATH 172	Introduction to Technical Math
PSYC 150	Introduction to Psychology
REC 232	Park Landscaping
TRC 110	Climbing
ACC 100	Accounting I
BUS 100	Principles of Business Management I
COMM 130	Speech
SOCI 160	Introduction to Sociology
SOCI 163	Human Relations at Work
COMM 225	Technical Writing
EGR 212	Industrial Supervision
TRC 111	Diagnostic Tree Care
TRC 112	Mechanics of Tree Care

ACCOUNTING

ACC 100	Accounting I
ACC 110	Accounting I Simulation
ACC 120	Payroll Accounting
ACC 130	Business and Accounting Machines
ECON 140	Economics Issues and Problems
MICS 110	Microcomputer Operation and Programming



ACC 101	Accounting II
ACC 111	Accounting II Simulation
ACC 140	Individual Taxation
ACC 162	Microcomputer Accounting
MATH 171	Business Math
PSYC 150	Introduction to Psychology
ACC 102	Accounting III
ACC 150	Business Taxation
BUS 245	Business Simulations
MATH 175	Algebra I
SEC 185	Basic Elements of Typing
ACC 200	Basic Cost Accounting
ACC 210	Basic Cost Accounting Simulation
ACC 220	Funds Accounting I
BUS 170	Fundamentals of Business I
COMM 104	Job Search Techniques
FMGT 140	Principles of Finance
SOCI 163	Human Relations at Work
ACC 201	Advanced Cost Accounting
ACC 221	Funds Accounting II
ACC 230	Intermediate Accounting I
BUS 171	Fundamentals of Business II
COMM 130	Speech
ACC 231	Intermediate Accounting II
ACC 250	Auditing
ACC 295	Accounting Practicum Seminar
ACC 296	Accounting Practicum
BUS 200	Business Law

BUSINESS MANAGEMENT

BUS 100	Principles of Business Management I
BUS 110	Marketing
BUS 120	Personal Finance
COMM 130	Speech
MATH 171	Business Math
ACC 100	Accounting I
BUS 101	Principles of Business Management II
BUS 130	Sales
BUS 180	Contemporary Issues in Business
PSYC 150	Introduction to Psychology
ACC 101	Accounting II
BUS 150	Corporate Finance
COMM 104	Job Search Techniques
MATH 175	Algebra I
RET 100	Retail Management
BUS 102	Principles of Business Management III
RET 235	Principles of Apparel Management
BUS 200	Business Law
BUS 230	Labor-Management Relations
BUS 240	Managerial Accounting
MICS 110	Microcomputer Operations and Programming
BUS 211	Advanced Marketing
BUS 220	Industrial Marketing
SOCI 163	Human Relations at Work
SOCi 164	The Individual and the Work Place
ACC 162	Microcomputer Accounting
BUS 201	Advanced Business Law
BUS 210	Personnel Management
BUS 260	Self-Directed Learning in Management
BUS 285	Case Studies in Management
RET 220	Advertising
ACC 250	Auditing
BUS 245	Business Simulations
BUS 295	Business Practicum Seminar
BUS 296	Business Practicum
COMM 123	Communications III
COMM 124	Communications IV
BUS 270	Purchasing Management
RET 210	Retail Buying
ECON 140	Economics Issues and Problems
GOVT 142	Interacting with Government and Politics

COMPUTER SCIENCE

ACC 100	Accounting I
CS 100	Program Analysis I
CS 120	Introduction to Data
MATH 171	Business Math
MICS 110	Microcomputer Operation and Programming
SEC 180	Keyboarding
ACC 101	Accounting II
CS 101	Program Analysis II
CS 110	Introduction to Cobol
MATH 175	Algebra I
BUS 170	Fundamentals of Business I
COMM 130	Speech
CS 111	Advanced Cobol
CS 140	Job Control and Utilities
BUS 171	Fundamentals of Business II
COMM 225	Technical Writing
CS 213	Applications in Structured Cobol
CS 220	Introduction to RPG II
MICS 200	Apple Software Packages
ACC 120	Payroll Accounting
BUS 200	Business Law
COMM 104	Job Search Techniques
CS 221	Advanced RPG II
MICS 100A	Microcomputer Software Packages, Lotus 1, 2, 3
MICS 100B	Microcomputer Software Packages, Data Base 3
MICS 100C	Microcomputer Software Packages, Wordstar, Mailmerge, Spellstar
SOCI 160	Introduction to Sociology
CS 240	Database Management

CS 250	Basic Assembler Language
CS 260	Business Programming in Fortran
PSYC 150	Introduction to Psychology
SOCI 163	Human Relations at Work
SOCI 164	The Individual and the Work Place

CULINARY ARTS

CULA 101	Introduction to Culinary Arts
HC 109	Nutrition for Hospitality Industries
HRCA 110	Safety and Sanitation
HRCA 111	Basic Food Preparation
HRCA 115	Introduction to Baking
MATH 170	Basic Technical Math
BUS 170	Fundamentals of Business I
COMM 104	Job Search Techniques
CULA 105	Professional Baking and Classical Pastries
CULA 212	Culinary Arts Laboratory-Quarter II
HRCA 112	Intermediate Food Preparation
PSYC 154	Interpersonal Relationships
BUS 171	Fundamentals of Business II
CULA 106	Professional Meat Cutting
CULA 213	Culinary Arts Laboratory-Quarter III
HOTR 130	Dining Room Service
HRCA 113	Professional Food Preparation
ACC 100	Accounting I
COMM 130	Speech
CULA 107	Garde-Manger
CULA 214	Culinary Arts Laboratory-Quarter IV
HRCA 116	Hospitality Menu Planning
HRCA 223	Food Cost Control
ACC 101	Accounting II
BUS 120	Personal Finance
CULA 108	Advanced Garde-Manger
CULA 215	Culinary Arts Laboratory-Quarter V
HOTR 263	Engineering and Maintenance for Restaurant and Lodging Establishments
HRCA 117	Hospitality Supervision
COMM 250	Business Correspondence
CULA 216	Culinary Arts Laboratory-Quarter VI
CULA 217	Classical Food Preparation
HOTR 243	Law and Security for Restaurant and Lodging Establishments
HRCA 222	Executive Food Purchasing
HRCA 224	Beverage Management and Cost Control



FINANCIAL MANAGEMENT

BUS 100	Principles of Business Management I
CS 130	Computer Concepts
FMGT 100	Principles of Bank Operations
FMGT 104	Marketing for Bankers
SEC 185	Basic Elements of Typing
BUS 101	Principles of Business Management II
CS 120	Introduction to Data
FMGT 101	Introduction to Trust Functions
FMGT 103	Introduction to Calculators and Adding Machines

FMGT 106	Installment Credit
FMGT 108	Bank Cards
BUS 210	Personnel Management
FMGT 110	Credit Administration
FMGT 112	Negotiable Instruments and Payments Mechanism
MATH 171	Business Math
RE 101	Real Estate Principles
ACC 100	Accounting I
BUS 120	Personal Finance
FMGT 202	Federal Reserve System
FMGT 204	Bank Investments
FMGT 206	Home Mortgage Lending
GOVT 142	Interacting with Government and Politics
ACC 101	Accounting II
BUS 200	Business Law
ECON 140	Economics Issues and Problems
FMGT 208	Savings and Time Deposits in Banking
FMGT 210	Agricultural Finance
PSYC 150	Introduction to Psychology
ACC 240	Financial Statement Analysis
COMM 130	Speech
FMGT 212	Federal Regulations of Banking
FMGT 220	Law and Banking

HOTEL AND RESTAURANT MANAGEMENT

HOTR 130	Dining Room Service
HOTR 211	Hotel Restaurant Lab-Quarter I
HOTR 241	Front Office Procedures
HRCA 111	Basic Food Preparation
SEC 185	Basic Elements of Typing
ACC 100	Accounting I
MATH 170	Basic Technical Math
HOTR 160	Purchasing for Food and Lodging Establishments
HOTR 212	Hotel Restaurant Lab-Quarter II
HOTR 242	Supervisory Housekeeping
HRCA 112	Intermediate Food Preparation
ACC 100	Accounting I
ACC 101	Accounting II
CS 150	Computer Literacy
HOTR 140	Accounting for Hospitality Services
HOTR 213	Hotel Restaurant Lab-Quarter III
HRCA 113	Professional Food Preparation
HRCA 116	Hospitality Menu Planning
HRCA 223	Food Cost Control
PSYC 154	Interpersonal Relationships
BUS 110	Marketing
HOTR 214	Hotel Restaurant Lab-Quarter IV
HOTR 253	Interior Decoration for Lodging Establishments
HRCA 224	Beverage Management and Cost Control
HOTR 208	Banquet Organization and Sales
HRCA 115	Introduction to Baking
BUS 120	Personal Finance
HOTR 263	Engineering and Maintenance for Restaurant and Lodging Establishments
HRCA 117	Hospitality Supervision
PSYC 150	Introduction to Psychology
HOTR 210	Fast Food Lab Experience I
HOTR 215	Hotel Restaurant Lab-Quarter V
HOTR 209	Fast Food Operations
TRAV 260	Convention and Seminar Management
COMM 104	Job Search Techniques
COMM 130	Speech
HOTR 216	Hotel Restaurant Lab-Quarter VI
HOTR 243	Law and Security for Restaurant and Lodging Establishments

HOTR 244	Audits and Controls for Lodging Establishments
HOTR 260	Food and Lodging Merchandising

SECRETARIAL SCIENCE

COMM 150	Punctuation and Grammar
MATH 171	Business Math
SEC 107	Telephone Skills
SEC 130	Beginning Shorthand
SEC 100	Beginning Typing
SEC 110	Beginning Office Administration
COMM 101	Spelling Skills
CS 150	Computer Literacy
SEC 101	Intermediate Typing
SEC 111	Advanced Office Administration
SEC 131	Intermediate Shorthand
SEC 105	Introduction to Personal Shorthand
SEC 135	Introduction to Word Processing
ACC 100	Accounting I
COMM 102	Vocabulary Skills
CS 120	Introduction to Data
SEC 102	Advanced Typing
SEC 132	Advanced Shorthand
SEC 106	Advanced Personal Shorthand
SEC 150	Memory Typewriter
BUS 200	Business Law
COMM 135	Verbal Business Skills
SEC 200	Introduction to Transcription
SEC 210	Intermediate Word Processing
SEC 220	Office Organization and Management
SEC 286	Electronic Office Simulation
CS 130	Computer Concepts
BUS 120	Personal Finance
BUS 170	Fundamentals of Business I
CS 160	Data Applications
SEC 151	Mag Card Typewriter
SEC 230	Administrative Transcription
COMM 130	Speech
PSYC 150	Introduction to Psychology
SEC 260	Administrative Typing
SEC 295	Secretarial Seminar
SEC 296	Practicum (Secretarial Science)

TRAVEL AND TOURISM

MATH 170	Basic Technical Math
SEC 107	Telephone Skills
SEC 180	Keyboarding
TRAV 150	Introduction to Travel Industry
TRAV 154	Travelogue Central USA
TRAV 170	Domestic Reservations and Ticketing
TRAV 190	Service Learning in Travel-Fall
ACC 100	Accounting
RET 220	Advertising
TRAV 155	Travelogue Eastern USA
TRAV 160	Tour Guides and Services
TRAV 265	World Tours (Mexico, Hawaii, Caribbean)
HOTR 241	Front Office Procedures
PSYC 154	Interpersonal Relationships
TRAV 156	Travelogue Western USA
TRAV 171	Computer Applications in Travel-Amtrak, Hotels, Cars
TRAV 180	Legal Aspects of the Travel Profession
TRAV 191	Service Learning in Travel-Spring
BUS 131	Sales and Marketing for Travel
COMM 104	Job Search Techniques
HC 103	Cardiopulmonary Resuscitation
HC 104	Standard First Aid Multi Media
SEC 215	Microcomputer Word Processing
SUPR 235	Supervision and Leadership
TRAV 192	Tourism Industry Practicum

TRAV 193	Tourism Industry Seminar
BUS 260	Self-Directed Learning in Management
TRAV 280	Tour Development
PSYC 150	Introduction to Psychology
TRAV 260	Convention and Seminar Management
TRAV 266	World Tours (Europe, Asia, South America, Africa, Australia)
TRAV 270	International Reservations and Ticketing (TWA PARS)
LANG 120	Beginning Spanish
MICS 100	Microcomputer Software Packages
COMM 130	Speech
COMM 250	Business Correspondence
TRAV 262	Case Studies in Travel Management
TRAV 295	Travel Industry Seminar
TRAV 296	Travel Industry Practicum
TRAV 280	Tour Development

CORRECTIONS

CJ 100	Introduction to Criminal Justice
CJ 120	Criminal Law I
CORR 105	Institutional Corrections
HC 103	Cardiopulmonary Resuscitation
PSYC 154	Interpersonal Relationships
CJ 121	Criminal Law II
CJ 190	Drug and Alcohol Abuse
CORR 106	Non-Institutional Corrections
CORR 161	Reality Therapy
PSYC 150	Introduction to Psychology
CORR 122	Correctional Law
CORR 150	Juvenile Delinquency
CORR 160	Group Work Techniques
HC 104	Standard First Aid Multi Media
SOCI 160	Introduction to Sociology
CJ 250	Criminology
CORR 235	Correctional Report Writing
CORR 260	Interviewing Techniques
CORR 298	Corrections Practicum Orientation
PSYC 151	Developmental Psychology
SOCI 163	Human Relations at Work
CJ 200	Critical Issues in Criminal Justice
COMM 104	Job Search Techniques
CORR 261	Approaches to Counseling
CORR 295A	Corrections Practicum Seminar
CORR 296A	Corrections Practicum
CS 150	Computer Literacy
PSYC 152	Abnormal Psychology
SOCI 162	Urban Sociology
CORR 262	Counseling Techniques
CORR 265	Case Analysis
CORR 270	Correctional Administration
CORR 295B	Corrections Practicum Seminar
CORR 296B	Corrections Practicum
GOVT 142	Interacting with Government and Politics
SOCI 161	Sociology of Family

ENVIRONMENTAL MANAGEMENT

ENV 110	Introduction to Water and Waste Water
ENV 121	Industrial Hygiene and Surveillance
HC 103	Cardiopulmonary Resuscitation
MATH 172	Introduction to Technical Math
NR 121	Zoology
CHEM 100	Introduction to Chemistry
ENV 136	Potable Water Treatment
ENV 221	Bacteriology
MICS 100B	Microcomputer Software Packages, Data Base 3

MICS 100C	Microcomputer Software Packages, Wordstar, Mailmerge, Spellstar
NR 120	Botany
ENV 126	Waste Water Treatment
ENV 212	Epidemiology
ENV 220	Vector Control
ENV 232	Solid Waste Utilization
MATH 173	Intermediate Technical Math
CJ 222	Laws of Arrest, Search and Seizure
COMM 225	Technical Writing
EM 204	Introduction to Hazardous Materials
ENV 100	Environmental Law
ENV 135	Chemistry for Environmental Management
ENV 223	Corrective Action for Pollution Problems
CJ 132	Evidentiary Photography
COMM 104	Job Search Techniques
EGR 201	Occupational Safety
ENV 211	Environmental Health Enforcement
FS 111	Emergency Response to Hazardous Materials Incidents
REC 223	Interrogation and Interviewing
SOCI 163	Human Relations at Work
ENV 123	Sketching and Blueprint Reading
FS 112	Hazardous Materials Tactics and Skills
FS 240	Industrial Fire Protection
HC 114	Standard First Aid
HC 105	Defensive Driving
ENV 127	Hazardous Materials Incident Analysis

POLICE SCIENCE

CJ 100	Introduction to Criminal Justice
CJ 130	Basic Photography
HC 105	Defensive Driving
PSCI 107	Traffic and Crowd Control
PSCI 140	Introduction to Investigation
SEC 185	Basic Elements of Typing
CJ 120	Criminal Law I
CJ 132	Evidentiary Photography
HC 103	Cardiopulmonary Resuscitation
HC 104	Standard First Aid Multi Media
PSCI 105	Patrol Procedures
PSCI 106	Police Communications Operations
PSYC 150	Introduction to Psychology
CJ 121	Criminal Law II
MATH 172	Introduction to Technical Math
PSCI 150	Juvenile Procedures
PSCI 180	Criminalistics I
PSYC 154	Interpersonal Relationships
CJ 200	Critical Issues in Criminal Justice
CJ 250	Criminology
PSCI 280	Criminalistics II
PSYC 152	Abnormal Psychology
SEPS 100	Introduction to Security
SOCI 160	Introduction to Sociology
CJ 222	Laws of Arrest, Search and Seizure
COMM 104	Job Search Techniques
PSCI 240	Advanced Investigation
PSCI 270	Police Administration
PSCI 281	Criminalistics III
PSYC 157	Psychology, Its Applications
CJ 190	Drug and Alcohol Abuse
PSCI 210	Crime Prevention and Community Relations
PSCI 223	Criminal Evidence
PSCI 235	Police Report Writing
PSCI 245	Accident Investigation
SUPR 235	Supervision and Leadership


HOCKING
TECHNICAL
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FIED FOREST INDUSTRIES PROGRAM
HTC PROGRAMS:
HOCKING TECHNICAL COLLEGE
NELSONVILLE, OHIO 45764
THE PAUL BUNYAN SHOW-

COURSE DESCRIPTIONS

ACC 100 (1230) 3 Credits
ACCOUNTING I
An introduction to the nature of business accounting with emphasis on basic accounting principles and procedures. Prerequisite: Taken concurrently with ACC 110.

ACC 101 (1231) 3 Credits
ACCOUNTING II
A continuation of Accounting I. Factors considered are the recognition of revenue, allocation of costs, an overview of owner's equity, and comprehension of the annual report. Prerequisite: Taken concurrently with ACC 111.

ACC 102 (1232) 4 Credits
ACCOUNTING III
An introduction to accounting with an emphasis on corporate organization, including accounting methods for capital stock and corporate bonds, and manufacturing from an accounting viewpoint.

ACC 110 (1208) 1 Credit
ACCOUNTING I SIMULATION
A retail store work-simulation applying concepts covered in Accounting I. Prerequisite: Taken concurrently with ACC 100.

ACC 111 (1209) 1 Credit
ACCOUNTING II SIMULATION
A wholesale establishment work-simulation applying concepts covered in Accounting II. Prerequisite: Taken concurrently with ACC 101.

ACC 120 (2235) 3 Credits
PAYROLL ACCOUNTING
A study of the principles and procedures of payroll record keeping and accounting. The course covers taxes, insurance programs and optional deductions, and the physical process of calculating and recording these items. The course concludes with a practical exercise in an entire payroll system.

ACC 130 (1243) 2 Credits
BUSINESS AND ACCOUNTING MACHINES
Includes exercises for the development of proficiency in the use of the ten-key adding machine and calculators, including the electronic calculator. The course also covers an introduction to the use of an accounting machine and application of basic machine skills to the solution of business and accounting problems.

ACC 140 (2218) 3 Credits
INDIVIDUAL TAXATION
The study and application of federal income tax law. The course emphasizes the preparation of federal income tax returns for individuals.

ACC 150 (2219) 4 Credits
BUSINESS TAXATION
An in-depth study of the application of general tax rules and returns of business organizations.

ACC 161 3 Credits
BOOKKEEPING APPLICATIONS ON MICROCOMPUTER
The use of microcomputers in the application of bookkeeping and accounting record keeping.

ACC 162 2 Credits
MICROCOMPUTER ACCOUNTING
This course introduces students to the major accounting uses of the microcomputer. It focuses on the bookkeeping, payroll, and cost applications of popular software packages.

ACC 200 (2234) 3 Credits
BASIC COST ACCOUNTING
This course is an introduction to the bookkeeping system used in job order costing. The source of data used is explained in detail. Internal control procedures are stressed. A representative practice set is used to summarize the course.

ACC 201 (2261) 4 Credits
ADVANCED COST ACCOUNTING
A continuation of Basic Cost Accounting. Emphasis is placed upon production data and cost flow, budgetary control, and manufacturing cost standards.



ACC 210 (1211) 1 Credit
BASIC COST ACCOUNTING SIMULATION
A manufacturing work-simulation covering the job cost system—concepts covered in ACC 200.

ACC 220 (2264) 4 Credits
FUNDS ACCOUNTING I
Organized to furnish the students with an understanding of the fundamentals of accounting for the nonprofit field. It covers all levels of government—local, state and federal. The principles and practices are related at every opportunity to those of financial planning and control.

ACC 221 (2266) 4 Credits
FUNDS ACCOUNTING II
Completes the detailed case study started in Funds Accounting I—the modified accrual basis of accounting for municipalities. Internal service funds, enterprise funds, and fiduciary funds are emphasized. Additionally, general fixed asset group of accounts and general long-term debt group of accounts are studied to complete the series.

ACC 230 (2233) 3 Credits
INTERMEDIATE ACCOUNTING I
An intermediate level study of accounting theory, financial statements, inventories, cash receivables, intangible assets and insurance. Problem solving is emphasized.

ACC 231 (2260) 4 Credits
INTERMEDIATE ACCOUNTING II
Advanced financial accounting theory and principles. Emphasis is on in-depth comprehension of corporate financial statements.

ACC 240 (1263) 3 Credits
FINANCIAL STATEMENT ANALYSIS
Designed to acquaint students in the Accounting Technology with the analysis and interpretation of financial statements. The financial statements studied and analyzed are the balance sheet, income statement, consolidated statement, statement of change, and financial position.

ACC 250 (2262) 3 Credits
AUDITING
Introduces an advanced accounting student to the duties and scope of operations of the internal auditor. (It does not qualify a student to be an internal auditor.) Several field trips and practice audits are used to demonstrate the practical aspects of internal control and the function of an auditor.

ACC 290 (1273) 1-5 Credits
SPECIAL TOPICS (ACCOUNTING)
The exploration of a specific topic (or topics) that are pertinent to students in the Accounting Technology. The topic or topics are studied by the participants in a group with a structured format.

ACC 291 (2202) 1-5 Credits
INDIVIDUAL STUDY (ACCOUNTING)
Individual study or research relating to the Accounting Technology. Topics are arranged with permission of an instructor on an individual basis.

ACC 295 1 Credit
ACCOUNTING PRACTICUM SEMINAR
This course comes in the last quarter as a supplement to the Accounting Practicum course. The hour of seminar will be used to bring all the students together to pool their ideas and experiences in order to evaluate them while discussing cases and problems.

ACC 296 2 Credits
ACCOUNTING PRACTICUM
This course is planned for the second-year accounting student during the sixth quarter. The purpose of the practicum is to give the student as much on-the-job experience as possible before graduating.

AGR 110 (1407) 2 Credits
AGRICULTURAL TECHNICIAN ORIENTATION
Introduction of students to the technical educational institution, occupational goals and objectives, and occupational and technical orientation to a chosen field.

AGR 111 (1406) 3 Credits
INTRODUCTION TO SOIL SCIENCE AND PLANT NUTRITION
A basic course dealing with the formation and physical, chemical and biological properties of soils which affect plant growth.

AGR 120 (1408) 3 Credits
INTRODUCTION TO DAIRY CATTLE PRODUCTION
Survey of dairying including elementary elements of selection, feeding, breeding, disease control, milk production, dairy industry, and management practices.

AGR 121 (1393) 3 Credits
INTRODUCTION TO ANIMAL SCIENCE
An over-all look at the livestock industry with regard to meat production and marketing.

AGR 130 (1405) 3 Credits
FORAGE CROP PRODUCTION II
Adaptation, utilization, and culture of those crops grown for hay, pasture, silage and haylage.

AGR 131 (1404) 3 Credits
FIELD CROP PRODUCTION
A study of the economic importance, adaptation, cultural practices, harvesting, and cost analysis for producing the major field crops grown in Ohio.

AGR 210 (1403) 4 Credits
ANIMAL NUTRITION
A study of the fundamental nutrient needs of an animal and its relation to nutrient content of feed stuffs.

AGR 211 (1402) 3 Credits
BEEF PRODUCTION
The principles of management of a beef breeding and feedlot enterprise, coordinating production programs and evaluating economic performance.

AGR 212 (1396) 4 Credits
FARMSTEAD SYSTEMS FOR STORAGE AND PROCESSING OF AGRONOMIC CROPS
A study of practical methods of on-farm handling, processing and storage of cereal, field and forage crops.

AGR 213 (1400) 3 Credits
PRINCIPLES OF FARM MANAGEMENT
A study of the economic and management principles involved in the buying, financing, organizing, operating and administering of an agricultural production unit.

AGR 220 (1412) 3 Credits
COMMERCIAL VEGETABLE PRODUCTION
A study of the basic principles of vegetable propagation, production, and harvesting.

AGR 221 (1399) 5 Credits
PRINCIPLES OF AGRICULTURAL MECHANICS
Covers the basic principles and applications of agricultural mechanics in the areas of electricity, plumbing, heating and ventilation.

AGR 222 (1398) 5 Credits
BUSINESS II FOR AGRICULTURAL TECHNICIANS
A study of basic principles involved in keeping and analyzing farm records from the farm management viewpoint.

AGR 230 (1397) 5 Credits
TRACTORS AND FARM FIELD MACHINERY
Covers mechanics and operational procedures of tractors and farm field machinery with emphasis on economic selection and efficient operation.

AGR 231 (1395) 3 Credits
MARKETING OF AGRICULTURAL PRODUCTS
A study of the agencies, functions, principles and problems involved in the marketing of agricultural products.

AGR 232 (1394) 4 Credits
SHEEP AND SWINE PRODUCTION
The principles of management of a sheep and swine breeding or feedlot enterprise coordinating production programs and evaluating economic performance.

AGR 290 (1413) 1-5 Credits
SPECIAL TOPICS (AGRICULTURAL PRODUCTION)
The exploration of a specific topic (or top-

ics) that are pertinent to students in the Agricultural Production Technology. The topic or topics are studied by the participants in a group with a structured format.

AGR 291 (3200) 1-5 Credits
INDIVIDUAL STUDY (AGRICULTURAL PRODUCTION)
Individual study or research relating to the Agricultural Production Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

AGR 295 (1411) 3 Credits
SEMINAR IN AGRICULTURAL PRODUCTION
Discussion of various topics in relation to agricultural production.

AGR 296 (1410) 3-6 Credits
PRACTICUM IN AGRICULTURE
Applies concurrently learned concepts to practical situations within the Agriculture Production field.

AU 101 (2072) 4 Credits
AUTOMOTIVE SERVICE ORIENTATION
Introduction to the entire automotive industry and automotive servicing procedures. Studies in shop, layout, use of manuals, lubricating procedures, tapping and drilling operations, welding and other general automotive service needs are covered.

AU 102 (2087) 5 Credits
INTERNAL COMBUSTION ENGINES
Introduction to the design, troubleshooting, and service procedures of modern internal, combustion engines. The course covers two- and four-stroke cycle operation principles, compression ratio, piston displacement, operating clearances and tolerances, valve line-up, horsepower and torque development, adjustments, and services. LAB FEE

AU 103 (2086) 4 Credits
CARBURETION AND FUEL SYSTEMS
A study of types of engine fuels and air-fuel ratios, construction, operation and maintenance of fuel pumps, carburetion and fuel injection systems, fuel distribution systems, manifolds, and related items. LAB FEE

AU 104 (2071) 2 Credits
AUTOMOTIVE DIESEL ENGINES
Introduction to the design, operation, troubleshooting, and service procedures of modern automotive diesel engines. This course covers four-stroke cycle principles and operations. Emphasis is placed on air induction systems, fuel systems, injection pumps, and injection nozzles. LAB FEE

AU 105 (2081) 4 Credits
AUTOMOTIVE AIR CONDITIONING
Study of heating and cooling requirements, design and construction of heating, cooling, and air flow systems. Troubleshooting and repair are also included. LAB FEE

AU 106 (2083) 4 Credits
AUTOMOTIVE ELECTRICITY
Basic AC and DC electricity as fundamentals of automotive electricity, study of magnetism, induction, construction and use of meter, various lighting and charging circuits and accessories. Operating principles and construction of batteries, generators, cranking motors, regulators, relays, and solenoids are also covered.

AU 107 1 Credit
GASEOUS FUELED ENGINES
The study of design and construction of engine, valve train and induction system for combustion.

AU 108 1 Credit
NATURAL GAS VEHICLE SAFETY
The study of vehicle safety relating to safety shut off valves and placement of components, also refueling safety of natural gas vehicles.

AU 109 3 Credits
GASEOUS CARBURETION AND FUEL SYSTEMS
A study of natural gas vehicle regulators, mixers, and power valves. Included in the study will be the pressure adjustments by the use of a water column gauge system and chassis dynamometer.

AU 201 (2084) **4 Credits**
AUTOMOTIVE IGNITION SYSTEMS
Design, principles of operations and construction of automotive ignition systems. Units of study cover mechanical systems including coils, distributors, condensers, advance mechanisms, and contact points; electronic systems including ignition timing, wiring and malfunctions; maintenance and troubleshooting.

AU 202 (2082) **4 Credits**
BRAKE SYSTEMS
Covers the design, construction, operation, maintenance, and troubleshooting of various chassis units and braking systems, including power units, basic air units, and diagonal braking systems. LAB FEE

AU 203 (2085) **4 Credits**
STANDARD TRANSMISSIONS
A course in the operation, construction and maintenance of selective sliding transmission and overdrive transmissions, including the study of gears, gearing, power flow, drive lines, and differentials. Principles of operation, construction, maintenance, repair and troubleshooting for the various makes of selective sliding transmissions and the manual trans axle are also covered.

AU 204 (2094) **4 Credits**
SUSPENSION SYSTEMS
Continuation of Chassis I, dealing with wheel alignment, front suspension, and rear suspension alignment. LAB FEE

AU 206 (2095) **4 Credits**
AUTOMATIC TRANSMISSIONS
A course in the operation, construction and maintenance of automatic transmissions, including the study of fluid couplings, torque converters, valve bodies, clutch and band operation, and power flow. Automatic trans axle principles of operation, construction, maintenance and repair are also covered. LAB FEE

AU 208 (2088) **5 Credits**
PERFORMANCE TESTING AND EMISSION SYSTEMS
A study of the principles involved in diagnosing and correcting problems of the internal combustion engine. Instruction and laboratory use of diagnostic testing equipment are used to solve practical problems relating to emission controls of modern automobiles and light trucks.



AU 209 (2073) 1 Credit
AUTOMOTIVE PRACTICUM
Practical experience for the development and improvement of selected automotive occupational competencies, closely coordinated with campus classroom and laboratory activities.

AU 210 (2074) 1 Credit
AUTOMOTIVE SEMINAR
Discussion of current developments in the automotive field, with analysis of directed practical experience and review of specialized automotive procedures used in dealerships and independent garage situations. Also the study of ASE (Automotive Service Excellence) test preparation.

AU 211 1 Credit
FLEET MAINTENANCE AND OPERATION
A course in the operation of fleet maintenance including: preventative maintenance scheduling, maintenance priorities, utilization of personnel and equipment, and computer-aided record keeping of cost of parts and labor.

AU 240 4 Credits
AUTOMOTIVE COMPUTERS AND CONTROL SYSTEMS
This course will cover the study and diagnosis of engine controlled computers, instrumentation computers, and modern computerized devices.

AU 290 (1190) 1-5 Credits
SPECIAL TOPICS (AUTOMOTIVE SERVICE MANAGEMENT)
The exploration of a specific topic (or topics) that are pertinent to students in the Automotive Service Management Technology. The topic or topics are studied by the participants in a group with a structured format.

AU 291 (1171) 1-5 Credits
INDIVIDUAL STUDY (AUTOMOTIVE SERVICE MANAGEMENT)
Individual study or research relating to the Automotive Service Management Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

BC 101 (0091) 3 Credits
ORIENTATION TO BROADCAST MEDIA
The course explores the social effects of broadcasting and includes topics such as communicative and legal processes created by broadcast media, media of the future, the design and techniques of programming and production, and human and technical components of broadcast systems. Included will be direct experience in the college's broadcast studio, field trips, and class projects.

BC 102 (2186) 3 Credits
INTRODUCTION TO BROADCAST PRODUCTION
This television course is designed to familiarize and give the student a working knowledge of basic television production through lecture, demonstration and actual television program production. Both studio and field television production will be covered in the course. The use of portable videotape equipment will be stressed. This course provides an opportunity to practice and produce television programs from script to the final edited videotaped program.

BC 103 (1168) 2 Credits
BROADCAST EQUIPMENT
This course begins the technical approach to common studio equipment, actual circuit analysis and calibration. Prerequisites: EE 105, BC 101

BC 105 (1169) 3 Credits
BASIC TELEVISION PRODUCTION I
This course is designed to familiarize and give the student a working knowledge of basic television production through lecture, demonstration and actual television program production. Both studio and field television production will be covered.

BC 106 (1187) 3 Credits
BASIC TELEVISION PRODUCTION II
This course is designed to give the student with a basic working knowledge of television production, an opportunity to build experience through demonstration and to actually produce several television programs. Television field productions, editing

and post-production will also be stressed. The student will be expected to participate in three group television productions.

BC 201 (1163) 3 Credits
TELEVISION SYSTEMS
An introduction to the technical aspects of television as specified by the National Television Systems Committee. It begins with monochrome principles and circuitry and continues into color theory. Prerequisite: BC 103

BC 202 (1160) 3 Credits
COLOR T.V. TRANSMISSION
Covers the standard broadcast color television system. It includes colorimetry, color-difference transmission, I & Q transmission, and special problems associated with color television studios. Prerequisite: BC 201

BC 203 (2187) 3 Credits
ORIENTATION TO BROADCAST CERTIFICATION
This course is designed to provide drill and training for obtaining professional credentials from the FCC and Society for Broadcast Engineers. It is also a review of electronic principles as applied to broadcasting. Prerequisites: EE 103, EE 105

BC 204 (1166) 3 Credits
BROADCAST EQUIPMENT MAINTENANCE
Designed to give the student an opportunity to perform maintenance on various types of broadcast equipment. Troubleshooting methods and procedures are stressed and particular emphasis is placed on F.C.C. specifications. Prerequisites: BC 103, BC 201

BC 205 (1165) 4 Credits
BROADCAST INSTRUMENTS AND MEASUREMENTS
Studies the accuracy of broadcast instruments, how the instruments work, proper use and calibration of the instrument, test signals and their uses, and systems applications. Prerequisites: BC 103, BC 201

BC 290 (1191) 1-5 Credits
SPECIAL TOPICS (BROADCAST)
The exploration of a specific topic (or topics) that are pertinent to students in the Broadcast Engineering Technology. The topic or topics are studied by the participants in a group with a structured format.

BC 291 (1179) 1-5 Credits
INDIVIDUAL STUDY (BROADCAST)
Individual study or research relating to the Broadcast Engineering Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

BC 295 (2076) 1 Credit
BROADCAST SEMINAR
Deals with job-related problems and assists students with their on-site practicum. Prerequisites: BC 101, BC 102, BC 103

BC 296 (2075) 1 Credit
BROADCAST PRACTICUM
Places the student in an actual working environment for a minimum amount of time to gain industrial experience before graduation. Prerequisites: BC 101, BC 102, BC 103

BUS 100 (1522) 3 Credits
PRINCIPLES OF BUSINESS MANAGEMENT I
An introduction to the principles of operating a business from the standpoint of ownership. Areas covered include small businesses in the United States, starting your own business, problems in starting a business, management functions applied, financing and capital, physical plant—location, needs equipment/fixtures, and legal considerations, licenses, and government regulations.

BUS 101 (1523) 3 Credits
PRINCIPLES OF BUSINESS MANAGEMENT II
A continuation of the principles of operating a business focusing on daily operations and considerations. Areas covered are advertising/promotion, marketing, accounting/recordkeeping, cash flow, employment/payroll, insurance, contracts, purchasing/buying, security, management of time/priorities, and handling problems.

BUS 102 (1524) 3 Credits
PRINCIPLES OF BUSINESS MANAGEMENT III
A course devoted to an intensive investigation of business problems of particular interest to the student.

BUS 110 (2534) 3 Credits
MARKETING
Designed to introduce the student to the basic fundamentals of modern marketing. Some of the marketing functions covered include consumer behavior, marketing strategy, product pricing, and promotion and distribution.

BUS 120 (2287) 3 Credits
PERSONAL FINANCE
Gives the consumer background information on coping with certain major financial decisions in life. Some of the specific topics covered include taxes, consumer credit, insurance and savings plans.

BUS 130 (1510) 3 Credits
SALES
Designed to introduce the management student to the sales function in the retail sphere of operations. Areas covered include the background for selling, such as product, customer, competition analysis and the company; the selling process covering planning, the sales presentation, handling objections and questions, and closing the sale; the differences between industrial and retail selling with emphasis on retail selling; and sales management including construction of sales forces and program planning.

BUS 131 3 Credits
SALES AND MARKETING FOR TRAVEL
Sales and Marketing for Travel will show the student how to effectively deal with a client on a one-to-one basis, as well as the techniques for marketing tours to diverse groups of individuals and the solicitation of corporate businesses.

BUS 150 (1262) 3 Credits
CORPORATE FINANCE
Explores the functions and objectives of financial management of business enterprises. Course content considers the tools, techniques, and underlying theory essential to proper financial management, planning, and control. It also emphasizes corporate capital investment, liquidity, capital, structure, cost of capital, and the utilization of the various financial instruments and institutions.

BUS 160 1 Credit
EMPLOYEE PERFORMANCE EVALUATION
Designed for those who supervise or manage employees or plan to in the future. Learn the principles, purposes and pitfalls of employee performance exploration. Students will have the opportunity to plan an employee performance evaluation program that integrates assessment of employee past performance, and identify employee strengths and weaknesses in terms of organizational priorities and plans for employee upgrading.

BUS 170 (1525) 3 Credits
FUNDAMENTALS OF BUSINESS I
Introduces the student to many of the basic areas involved in modern business. Through a variety of instructional modes the course presents an overview of such business functions as economics, business organization, marketing, production administration, and personnel management. Some of the key topics explored include comparative economic systems, legal forms of business, promotion and distribution of goods and services, and labor relations.

BUS 171 (1526) 3 Credits
FUNDAMENTALS OF BUSINESS II
Second in a sequence of courses that familiarizes the student with the basic areas of concern in operating a business. In this course much of the time is spent covering the accumulation and analysis of business ethics and government regulations. Some of the key topics include forecasting and budgeting, managerial accounting, data processing, decision-making and credit.

BUS 180 **3 Credits**
CONTEMPORARY ISSUES IN BUSINESS
This course covers the ethical problems to be encountered in the business world through a discussion of some of the more contemporary social issues that businesses must deal with. Possible topics include: individual work habits, employee responsibilities and community involvement, as well as broader social topics.

BUS 200 (0219) **3 Credits**
BUSINESS LAW
Developed to give the student a general idea of the legal limitations and other considerations faced by the business world. Some of the areas covered include contract sales, business organizations, and bailments.

BUS 201 (1260) **3 Credits**
ADVANCED BUSINESS LAW
A study of cases and other materials on real property, negotiable instruments, security transactions, insurance, bailments, wills and decedents' estates, trusts, agency and employment, partnerships, private corporations, and bankruptcy.

BUS 209 **3 Credits**
LEADERSHIP IN A CHANGING WORLD
Rapid changes in the economy, society, business, and institutions require managers and leaders to keep abreast of our times. Old ways of management and our emerging high tech environments often are in conflict. This course will explore new developments in human resource management and offer practical solutions to succeed and grow in the post-industrial age.

BUS 210 (2288) **3 Credits**
PERSONNEL MANAGEMENT
Familiarizes the student with the techniques of managing people, and the rules and laws regulating employment. The student should have an understanding of the principles of management prior to entering the course.

BUS 211 **3 Credits**
ADVANCED MARKETING
This course examines the preparation and organization of marketing plans and the elements of the marketing mix. The consumer, trade, and legal environments are analyzed along with their impact upon marketing strategy.

BUS 220 (1265) **3 Credits**
INDUSTRIAL MARKETING
Principles and problems involved in marketing materials, equipment and supplies to manufacturers, other business firms and institutions which use the goods in further production. Analysis of the characteristics of the industrial market, channels of distribution, industrial selling, promotional practices and marketing policies are included.

BUS 230 (1267) **3 Credits**
LABOR-MANAGEMENT RELATIONS
Historical, legal and structural environments which influence labor relations, and an examination of the negotiation and administration of labor contracts.

BUS 240 (9901) **3 Credits**
MANAGERIAL ACCOUNTING
A continuation of the basic accounting sequence of courses focusing on the areas of managerial control and managerial decision-making through the use of accounting methods. The course emphasizes such topics as cost control, accounting for overhead, capital budgeting and inventory control.

BUS 245 **3 Credits**
BUSINESS SIMULATIONS
This course is designed to provide students with simulated, real world experience in decision making through the use of microcomputers. It focuses on the application of concepts learned through marketing, management, and finance software.

BUS 260 (1258) **3 Credits**
SELF-DIRECTED LEARNING IN MANAGEMENT
Individual work in the management area with an emphasis on the student learning

how to accomplish tasks under his own direction and guidance in order to be able to make decisions and problem-solve more effectively.

BUS 270 (1269) 3 Credits
PURCHASING MANAGEMENT
Procedures and policies relative to contract negotiations. Topics cover vendor-buyer relationships, make or buy decisions, inventory control, buyer training, materials handling, records and budgets. Analysis of specific case studies is also included.

BUS 271 (2550) 3 Credits
PRINCIPLES OF MANAGEMENT
Covers supervisory positions and managerial functions with emphasis on mid-management areas and labor relations.

BUS 285 (1261) 4 Credits
CASE STUDIES IN MANAGEMENT
Case studies and research in modern personnel techniques and higher-level functions such as policy formation, job satisfaction problems, motivation, performance appraisal, and evolving and expanding employee service demands.

BUS 290 (1274) 1-5 Credits
SPECIAL TOPICS (BUSINESS MANAGEMENT)
The exploration of a specific topic (or topics) that are pertinent to students in the Business Management Technology. The topic or topics are studied by the participants in a group with a structured format.

BUS 291 (2205) 1-5 Credits
INDIVIDUAL STUDY (BUSINESS MANAGEMENT)
Individual study or research relating to the Business Management Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

BUS 295 (0218) 1 Credit
BUSINESS PRACTICUM SEMINAR
This course is scheduled in the sixth quarter and is designed to be a "capstone," wherein the student will incorporate the knowledge gained in previous quarters during hands-on experience in the workforce. Prerequisite: BUS 260

BUS 296 (0216) 1 Credit
BUSINESS PRACTICUM
Designed for the sixth quarter Business or Retail Management student. The course gives the student on-the-job experience before graduating and provides a medium for sharing that experience with other students.

CER 101 (1161) 3 Credits
CERAMIC MINERAL SYSTEMS-DEVELOPMENT AND PROCUREMENT METHODS
An introductory course covering geology and mineralogy terms, structures and classification. Laboratory work and field trips provide first-hand contact.

CER 102 (1122) 4 Credits
CERAMIC MATERIALS-CHEMICAL AND CRYSTAL STRUCTURE
An introduction to crystal structure and properties of clays and other ceramic materials, clay-water systems, deflocculation, particle size reduction, screening, weighing, blending, mold making, slip casting, extrusion and dry pressing.

CER 103 (1123) 4 Credits
CERAMIC PROCESSES
Introduces principles and practices of ceramic forming, drying and firing, including Psycrometric charts and calculations.

CER 104 (2161) 3 Credits
COMBUSTION I
An introductory course consisting of the fundamentals of combustion. Content includes the principles of combustion, flame patterns, fuels, combustion analysis, and metering. Laboratory experiences correlate with lecture material. Prerequisites: CHEM 100, CHEM 120

CER 201 (2164) 4 Credits
COMBUSTION II
A continuation of Combustion I consisting of lectures, laboratory work and plant trips. The course covers fuel burning systems, burner equipment controls, piping, and the use of kilns and furnaces to produce products. Prerequisite: CER 104

CER 202 (2179) 3 Credits
GLASSES
A study of raw material composition and physical properties, and manufacturing processes. Physical tests are conducted in the laboratory. Prerequisites: CHEM 100, CHEM 120

CER 203 (2193) 4 Credits
STATISTICAL QUALITY CONTROL
Develops the theory of quality control in manufacturing processes that result in good yield of product, profitable systems, and customer satisfaction. The organization of quality control departments, the role of the technician in quality control and the implementation of basic quality control methods are discussed. The use of statistical data to support quality control analysis is studied in the laboratory. Prerequisites: CHEM 100, CHEM 120, CER 202

CER 204 (2178) 2 Credits
GLAZES AND ENAMELS
Covers the use of glassy coatings for ceramics and metals from calculating batch to application and testing. The time is divided between glazes and enamels. Laboratory work includes decorating techniques.

CER 206 (2177) 3 Credits
CERAMIC AUTOMATION
A series of visits to a variety of ceramic plants giving students insight into the methods, processes, and procedures for producing ceramic products. Discussion and report writing are developed around each facility visited. Prerequisites: CER 102, CER 103, CER 202

CER 207 (2175) 4 Credits
ASTM PROCEDURES
A lecture and laboratory course that covers the major segments of the ceramic industry, such as refractories, whitewares, glass and structural clay products. The manufacturing processes starting with raw material and ending with finished products are discussed. The ASTM testing programs for these various segments are performed in the laboratory and reports are submitted for grade. Prerequisites: CHEM 100, CHEM 120, CER 102, CER 103, CER 202

CER 208 (1130) 3 Credits
TECHNICAL LABORATORY
Introductory course, consisting of lecture and laboratory periods, on the use of precision equipment used for analysis, investigation and determination of material properties in the ceramic industries. Prerequisite: EGR 103

CER 209 (2190) 2 Credits
SEMINAR IN INDUSTRIAL PROBLEMS
A laboratory course involving the student with specific problems submitted by industrial companies. These problems are defined, and the solution procedures are worked out between the student, the faculty and the industrial technical personnel. The student uses acquired learning in the laboratory work. Prerequisites: CER 102, CER 103, CER 202, CER 204

CER 209 (1192) 1-5 Credits
SPECIAL TOPICS (CERAMIC)
The exploration of a specific topic (or topics) that are pertinent to students in the Ceramic Engineering Technology. The topic or topics are studied by the participants in a group with a structured format.

CER 291 (1174) 1-5 Credits
INDIVIDUAL STUDY (CERAMIC)
Individual study or research relating to the Ceramic Engineering Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

CHEM 100 3 Credits
INTRODUCTION TO CHEMISTRY
An introduction to chemical principles as related to fundamental concepts as well as everyday experiences. Topics covered are basic chemical concepts, structure of matter, nature of elements, bonding, and naming of compounds.

CHEM 110 3 Credits
CHEMISTRY FOR OIL WELL DRILLING AND PRODUCTION
This course builds on the introductory engineering chemistry principles and applications to oil and gas drilling and production such as acids, inhibitors, solvents, surfactants, and polymers. Prerequisite: CHEM 100

CHEM 120 **3 Credits**
CHEMISTRY FOR CERAMIC
This is the second course in chemistry with application to Ceramic Engineering Technology. Topics include basic stoichiometry applied to ceramic batch calculation and fuels; the gas laws as applied to furnace flue gas and combustion air; properties of solutions and electrolytes as applied to slip casting; chemical reactions; and chemical equilibrium.

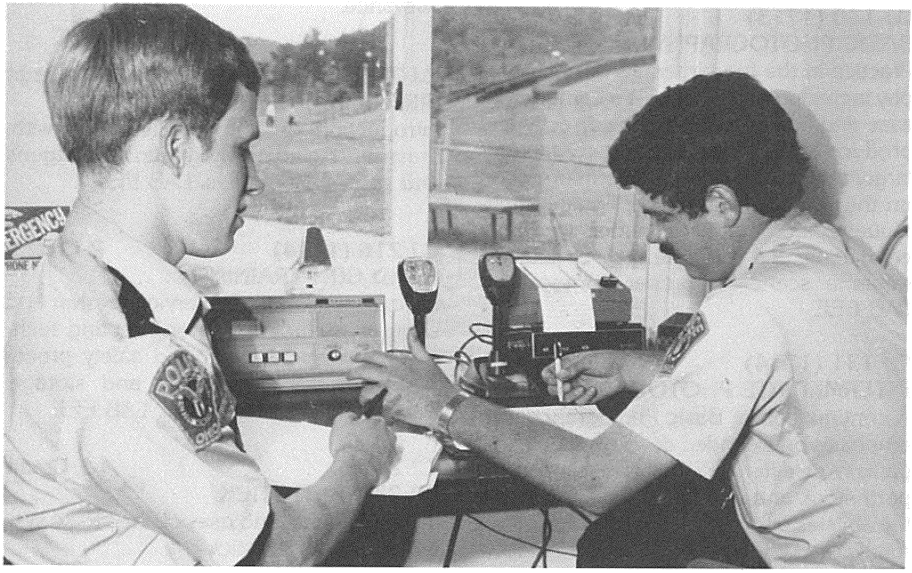
CJ 100 (1727) **3 Credits**
INTRODUCTION TO CRIMINAL JUSTICE
An introduction to the law enforcement, prosecution, courts, and corrections components of the system of justice in the U.S. A consideration of the history, philosophy, and functions of these components is included as well as an analysis of current problems and issues.

CJ 110 (1773) **1 Credit**
OBSERVATION TECHNIQUES
A study of observation, recording, interpretation, and reporting behavior, both verbal and non-verbal. The course stresses the importance of observation as it affects diagnosis, treatment, custody, and the rehabilitation process of offenders.

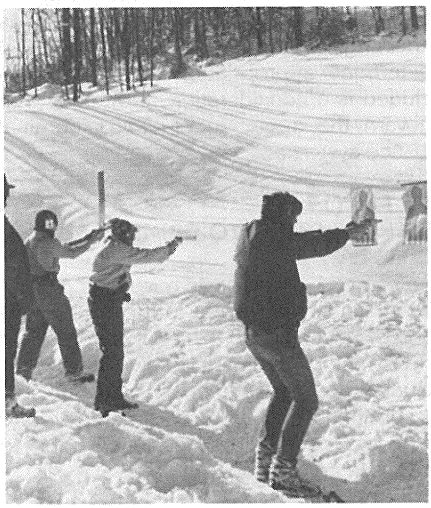
CJ 120 (1720) **3 Credits**
CRIMINAL LAW I
An introduction to the history, philosophy, and functions of criminal law in the U.S. Common law, elements of offenses, and basic legal concepts that characterize American justice are emphasized.

CJ 121 (1721) **3 Credits**
CRIMINAL LAW II
A consideration of criminal law through a comprehensive study of the Ohio Revised Code. The elements of offenses are identified and applied to hypothetical situations enabling the student to apply the law and determine appropriate charges. Also included is a consideration of the laws that govern the operation of Ohio's criminal justice system.

CJ 125 (1744) **3 Credits**
INTRODUCTION TO CRIMINAL AND CIVIL LAW
An overview of the basic questions of public policy as they relate to the administration of justice and of the legal principles for determining criminal and civil liability. Included are constitutional issues in self-incrimination, search and seizure, wire tapping, coerced confessions, right to counsel, and conduct of trial.



CJ 126 (1750) 3 Credits
CIVIL RIGHTS AND CIVIL LIBERTY
An analysis of the philosophical and democratic bases of the U.S. Constitution, the Bill of Rights, and Constitutional Amendments as they relate to the civil rights and civil liberties of U.S. citizens. Included is a consideration of the problems posed for law enforcement and correctional personnel in performing their duties while safeguarding these civil rights and civil liberties.



CJ 130 (1713) 3 Credits
BASIC PHOTOGRAPHY
Practice in the fundamentals of photography including how to handle a camera with ease and how to expose film correctly and produce satisfactory prints by contact enlargement. It will also provide information on the use of filters, proper lighting techniques, photographing under low light conditions, and the arranging of subjects within a scene for proper composition. LAB FEE

CJ 131 (1714) 2 Credits
INTERMEDIATE PHOTOGRAPHY
A continuation of Basic Photography with emphasis on extended development, comparison of different films and developers, portraiture, and special projects to expand the abilities of the students. LAB FEE. Prerequisite: CJ 130

CJ 132 3 Credits
EVIDENTIARY PHOTOGRAPHY
A study of the latest photographic techniques for recording evidence and presenting photographic evidence in court. Special emphasis is placed on photographing of evidence as a component of investigations. LAB FEE

CJ 190 (1768) 3 Credits
DRUG AND ALCOHOL ABUSE
An overview of a variety of topics pertinent to drug and alcohol abuse in the U.S. Topics include the effects of stimulants, depressants, and hallucinogens; identification of drugs and drug users; drug offenses; the history of drug laws; law enforcement strategies; alcoholism; and treatment and prevention methods.

CJ 200 (2765) 3 Credits
CRITICAL ISSUES IN CRIMINAL JUSTICE
Examines contemporary issues in the criminal justice area. Specific topics are selected for review on the basis of their importance and relevance to the criminal justice professional and the public. Each time the course is offered, the news media, professional journals, and recent court decisions are researched to provide issues of relevance.

CJ 215 1 Credit
FIREARMS FOR BEGINNERS
Introduction to, and familiarization with, firearms including handguns, shotguns and small caliber rifles. LAB FEE

CJ 216 (1314) 2 Credits
HAND GUN TRAINING
An introduction to the service revolver and shotgun including proper shooting techniques, weapons care, and safety procedures for transport, wear, and storage. Range practice is included. LAB FEE

CJ 217 1 Credit
PR-24 NIGHTSTICK
Introduction to, and uses of, the PR-24 system using a nightstick.

CJ 219 (2763) **1 Credit**
HUNTER SAFETY
National Rifle Association Hunter Safety Training Program which includes hunting traditions and ethics, the hunter and conservation, hunter's responsibility, introduction to safety, firearms and ammunition, fundamentals of shooting and safe gun handling.

CJ 222 (2755) **3 Credits**
LAWS OF ARREST, SEARCH, AND SEIZURE
Examines procedural law as it regulates the powers of government in the areas of arrest, search, and seizure. Constitutional law, which provides the basis for these restrictions, is the major area of study. Major Supreme Court decisions in each area are examined to determine the rationale behind procedural restrictions.



CJ 225 **2 Credits**
BASIC RIVER RESCUE
This course deals with the theory and practical applications of moving water rescue techniques. Emphasis is placed on laboratory activities. Enrollees are active participants in organized teams who perform mock river rescues of trapped people in hazardous water situations.

CJ 250 (1761) **3 Credits**
CRIMINOLOGY
Introduces the wide range of concerns that constitute criminology as a science. Particular emphasis is placed on terminology, the nature and extent of crime, the causes of crime and criminality, and the impact of crime on social change.

CJ 251 (1762) **3 Credits**
READINGS IN CRIME AND CRIMINALITY
An attempt to understand the nature of crime and criminality through a nontextbook approach. Selected readings from fictional and/or nonfictional works are used to demonstrate how writers and essayists have perceived crime and criminals in society. Students are asked to compare these interpretations to theories advanced by criminologists.

CJ 257 (1711) **3 Credits**
WHITE COLLAR AND COMMERCIAL CRIME
An examination of nontraditional crime in America including white collar, corporate, and political crime. Topics include economic and fiscal implications, enforcement problems, the application of theoretical criminology to America's "hidden" crime, and societal response to white collar criminals.

CJ 263 (1791) **3 Credits**
CRISIS RECOGNITION AND REFERRAL
Developed for paraprofessionals who work in helping relationships. The course creates an awareness of certain crises that may develop or occur suddenly in the lives of people and identifies helping behaviors used for the interim until professional help is obtained or referral is completed. Various community resources are identified and some are used in class sessions.

CJ 274 (2777) **3 Credits**
RESEARCH APPRECIATION
Provides the student with an understanding of the techniques used in management research including data collection, measurement, analysis, and reporting. The student is required to develop a research proposal in some aspect of criminal justice.

CJ 276 (1913) **3 Credits**
PERSONNEL TRAINING METHODS
An introduction to instructional methods, the use of audio-visuals, preparation of instructional materials, and evaluation techniques in the planning and presentation of

training programs for preservice and in-service personnel.

CJ 277 (2762) 1 Credit
HUNTER SAFETY INSTRUCTOR
Includes the National Rifle Hunter Safety and Conservation Program. The course develops knowledge, skill, and attitude for the new instructor and instructs how to prepare yourself and assistants for presenting the NRA program. Classroom preparation indoors and on the range is included. Psychology of teaching, basic teaching concepts, methods of instruction, and teaching ideas are also covered.

CJ 279 (2734) 3 Credits
JAIL MANAGEMENT
Designed for the preservice or in-service worker in jails and detention centers, the course covers the knowledge and skills necessary to work effectively in the jail setting.

COMM 050 (0031) 3 Credits
FUNDAMENTALS OF COMMUNICATION
Helps students with a demonstrated need to develop basic writing skills. The course focuses on sentence structure, parts of speech, punctuation, spelling, grammar and proofreading. The format includes both individualized and group activities, and each skill is evaluated for mastery. Does not apply toward graduation requirements.

COMM 051 (0032) 3 Credits
FUNDAMENTALS OF READING
Designed for students who require a complete and thorough review of the fundamentals of general reading. The class work is highly individualized. Emphasis is on word attack, comprehension and vocabulary skills. Does not apply toward graduation requirements.

COMM 101 (0023) 1 Credit
SPELLING SKILLS
Designed to identify and correct individual spelling weaknesses.

COMM 102 (0025) 1 Credit
VOCABULARY SKILLS
The recognition and usage of words is increased in this highly individualized course. Pre- and post-tests are used to show each student his level of achievement.

COMM 103 (0024) 1 Credit
STUDY SKILLS
Designed to provide the necessary instruction in the use of study skills so that the student is able to use time more effectively.

COMM 104 (0030) 1 Credit
JOB SEARCH TECHNIQUES
Ten-hour course (one credit hour) providing the student with information related to the job search. Students learn strategies involved in identifying and defining a suitable position, designing a resume, preparing related correspondence, applying for the position, and interviewing in person or by telephone.

COMM 110 (0081) 3 Credits
INTENSIVE READING
Offers students individualized, self-paced instruction in reading comprehension and vocabulary development. In an effort to ensure academic success in the college, students weak in reading skills, as determined by tests, are required to enroll in the course prior to enrolling in Communications I and II. LAB FEE

COMM 121 (1009) 3 Credits
COMMUNICATIONS I
A four-hour (3 credit) course combining lecture and writing lab time to develop skills in paragraph development and short essay composition. Students practice organizational techniques, methods of proofreading, vocabulary development, spelling skills and grammar skills. Students must successfully complete an evaluation of skills at each level before proceeding to the next stage of the course. Students required to take Communications I must complete the course before enrolling in Communications II.



COMM 122 (1010) 3 Credits
COMMUNICATIONS II
Designed to develop writing skills through medium-length writing assignments, concentrating on five main areas: 1) organizing and unifying sentences, paragraphs, and essays; 2) studying various methods of development for different communications purposes; 3) dealing in writing with the ideas of others; 4) supporting and defending one's own ideas in writing; and 5) using the library and other resource materials.

COMM 123 (1011) 3 Credits
COMMUNICATIONS III
Designed to provide the student with a range of options in several topic areas within a broad definition of the communications process. The student may select from several variations of the course, each designed to increase his awareness and application of specific oral or written communications techniques. The various course options include Business Communications, Reading Dynamics, TV and Media, Creative Writing, Computers and Society, Reading and Writing about Nature, Medical Issues, Readings in Contemporary Issues, Readings and Writing about Men and Women, and Short Story. Communications III/IV courses are interchangeable, not sequential. Prerequisite: COMM 122

COMM 124 (1012) 3 Credits
COMMUNICATIONS IV
Designed to provide the student with a range of options in several topic areas within a broad definition of the communications process. The student may select from several variations of the course, each designed to increase his awareness and application of specific oral or written communications techniques. The various course options include Business Communications, Reading Dynamics, TV and Media, Creative Writing, Computers and Society, Reading and Writing about Nature, Medical Issues, Readings in Contemporary Issues, Reading and Writing about Men and Women, and Short Story. Communications III/IV courses are interchangeable, not sequential.

COMM 130 (0075) 3 Credits
SPEECH
Emphasizes extemporaneous speaking skills through informative, demonstrative and persuasive speeches. Students learn to analyze audiences, choose and narrow topics, develop content through library and other resources, clearly organize speech material, and effectively deliver finished speech to class audience.

COMM 131 (0079) 3 Credits
EFFECTIVE SPEAKING FOR LEADERSHIP
A course in effective speaking for people in leadership positions. Emphasis is on the expression of ideas at meetings, group discussions, and informal speaking engagements. Proper support of ideas and observations through research is stressed.

COMM 133 (0014) 1-2 Credits
ORAL COMMUNICATION MODULES
Develops modules representing specific activities and projects in oral communications — speech, group discussion, and interpersonal skills. The course provides students with introductory skills for oral communication in their personal and professional lives. Topics are selected according to the needs and interests of the group of students in the course.

COMM 134 (1014) 3 Credits
INTERPERSONAL COMMUNICATIONS
Designed to develop an awareness of effective interpersonal communication concepts and to improve interpersonal relationships with others.

COMM 135 (0066) 3 Credits
VERBAL BUSINESS SKILLS
Develops the oral communications skills that are used in business offices through discussion, role-playing and reading about such topics as interviewing, practicing accepted office etiquette, and handling various communications situations.

COMM 150 (1634) 2 Credits
PUNCTUATION AND GRAMMAR
Provides students with a practical working knowledge of the rules governing English

grammar, punctuation, and mechanics. As such it focuses on troublesome areas of grammar: pronoun usage, subject/verb agreement, verb forms, and sentence fragments; punctuation: commas, semicolons, apostrophes, quotation marks, and hyphens, dashes, brackets and parentheses; and mechanics: capitalization, spelling rules, the use of numerals, abbreviation rules, etc.

COMM 225 (2070) 3 Credits
TECHNICAL WRITING
A study of methods of organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written reports. Prerequisite: COMM 122

COMM 226 (1348) 2 Credits
ENVIRONMENTAL WRITING
Designed to provide students with practical writing and organization skills necessary for profession-oriented written communications. As such the class will focus on various modes of expository writing (description, narrative, etc.) necessary for producing such projects as news releases, newsletters, journals, interpretive pamphlets and the like.

COMM 228 (2781) 3 Credits
GRANTSMANSHIP
Grantsmanship is designed to instruct and familiarize the student with all aspects of grant writing. Areas of concern include: ethics of grant writing, locating funding sources, grant formats, and grant writing style. Instructional materials include actual and simulated grant applications, instructions, and funded grant proposals.

COMM 250 (1529) 3 Credits
BUSINESS CORRESPONDENCE
Business Correspondence will emphasize writing, speaking, and listening skills needed to function efficiently in an office, in industry, business and/or government. Students will prepare basic business letters, memos, and memo reports, learn how to give dictation, conduct a meeting and make a business presentation.

COMM 295 (0092) 2 Credits
SEMINAR IN COMMUNITY SERVICE
Seminar provides on-campus presentation and discussion to accompany enrollment in "Practicum in Community Services."

COMM 296 (0412) 1 Credit
PRACTICUM IN COMMUNITY SERVICES
Provides experience in community service agencies and practice in oral, written, and interpersonal communication skills.

CORR 105 (1733) 5 Credits
INSTITUTIONAL CORRECTIONS
Provides the student with a close look at correctional institutions, their history, functions, sociology, programs, and effectiveness. Emphasis is on direct, practical observation and learning experiences through visitations, instructional materials, and guest lectures.

CORR 106 (1734) 3 Credits
NON-INSTITUTIONAL CORRECTIONS
An introduction to probation, parole, and community-based correctional programs. Topics include legal considerations, detention processes, community treatment programs, social investigations, the use of community resources, and the role of the probation and parole officer in community service and the supervision of offenders.

CORR 122 (2769) 4 Credits
CORRECTIONAL LAW
A study of case, statutory and constitutional law, specifically applied to the field of corrections. Included is a brief overview of the historical development of correctional law. The course is designed to emphasize general principles usually applied to cases in corrections: valid correctional objectives, elements and degrees of due process, etc.

CORR 150 (1777) 3 Credits
JUVENILE DELINQUENCY
A study of the impact of juvenile crime on American society and society's reaction to the juvenile offender. Also discussed are the various theories of delinquency causation and relevant approaches to treatment through institutional and noninstitutional means.



CORR 160 (1790) 3 Credits
GROUP WORK TECHNIQUES
A study of theories and procedures for the use of groups of various types. Attention is given to various roles found in group work, particularly the leader and observer. Classes are taught primarily by the group method, although the lecture/discussion method is also employed.

CORR 161 (1738) 3 Credits
REALITY THERAPY
An in-depth study of reality therapy, the most commonly used treatment modality in corrections. Through learning how the brain works to control the world to achieve desired results, students come to understand how to live more effective lives and how to help others do the same.

CORR 235 (2767) 3 Credits
CORRECTIONAL REPORT WRITING
Gives the student practical experience in preparing the diverse forms, notes, and reports that accompany correctional work. The specific skills, emphases, and necessary data for accurately completing these writing tasks are emphasized. Prerequisite: COMM 122

CORR 260 (1728) 4 Credits
INTERVIEWING TECHNIQUES
An introduction to the theory and practice of interviewing. Emphasis is placed on the development of good attending skills, learning to respond to specific feelings and thoughts, and the importance of self-awareness. Students are introduced to the use of audio and video tapes as learning tools.

CORR 261 (1729) 4 Credits
APPROACHES TO COUNSELING
A comparative study of the major counseling theories. Through studying the philosophy, key concepts, goals, techniques and procedures of each approach, it is intended that the student will begin to develop an eclectic, personal style of counseling.

CORR 262 (2771) 3 Credits
COUNSELING TECHNIQUES
The application of counseling theories in a variety of real and simulated situations. The student is encouraged to develop an eclectic and personal style, drawing from theories previously studied. Prerequisite: CORR 261

CORR 265 (1730) 3 Credits
CASE ANALYSIS
A study of investigative report writing as it pertains to corrections. Course content includes the use of the social investigation for decision making at the juvenile and adult levels and at various stages of the criminal justice process—detention, sentencing, and programming in institutional and noninstitutional settings.

CORR 270 (2766) 3 Credits
CORRECTIONAL ADMINISTRATION
Exposes the student to the problems that confront the correctional administrator and the unique skills necessary to successfully confront and resolve those problems. Topics covered include problem-solving, planning and evaluation, time management, supervision, grantmanship, and research appreciation.

CORR 290 (2710) 1-5 Credits
SPECIAL TOPICS (CORRECTIONS)
The exploration of a specific topic (or topics) that are pertinent to students in the Corrections Technology. The topic or topics are studied by the participants in a group with a structured format.

CORR 291 (2702) 1-5 Credits
INDIVIDUAL STUDY (CORRECTIONS)
Individual study or research relating to the Corrections Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

CORR 295A (2746) 1 Credit
PRACTICUM SEMINAR
Weekly group meetings in which students taking Practicum discuss events of the week and share common concerns. Emphasis is given to making the connection between course work and practice by

group discussion of cases presented by each student. Prerequisite: Taken concurrently with CORR 296

CORR 295B (2746) 1 Credit
PRACTICUM SEMINAR
Weekly group meetings in which students taking Practicum discuss events of the week and share common concerns. Emphasis is given to making the connection between course work and practice by group discussion of cases presented by each student. Prerequisite: Taken concurrently with CORR 296

CORR 296A (2770) 1 Credit
CORRECTIONS PRACTICUM
Involves placement in a variety of correctional and social service agencies for practical learning experience. Students meet weekly in class to share and discuss experiences emphasizing the relationship of theory and practice. Prerequisite: Taken concurrently with CORR 295

CORR 296B (2770) 1 Credit
CORRECTIONS PRACTICUM
Involves placement in a variety of correctional and social service agencies for practical learning experience. Students meet weekly in class to share and discuss experiences emphasizing the relationship of theory and practice. Prerequisite: Taken concurrently with CORR 295

CORR 298 1 Credit
CORRECTIONS PRACTICUM ORIENTATION
A preparation for practicum. A series of lectures/discussions, guest speakers, and other experiences in which the student learns about practicum requirements, engages in a process of self-assessment, and develops personalized goals and objectives. By the end of the course, the student must have been interviewed and accepted by the agency that will provide the practicum experience.

CS 100 (1270) 2 Credits
PROGRAM ANALYSIS I
A study of program logic using the flowchart as a tool. Course content includes items such as programming terminology, arithmetic assignment statements, flowcharting given problems and evaluating flowcharts.

CS 101 (1271) 3 Credits
PROGRAM ANALYSIS II
A sequel to Program Analysis I with emphasis on program efficiency and economy. The flowchart is again used as the primary tool. Course content includes topics dealing with counters, accumulators, arrays and structured design. Prerequisite: CS 100

CS 110 (2228) 5 Credits
INTRODUCTION TO COBOL
First of a three-part study of the COBOL language (American National Standard, 1974) and its implementation in a business environment. The students use COBOL to solve problems in business-related areas. COBOL areas covered are the basic structure of a COBOL program; imperative, arithmetic, and conditional statements; and single dimension arrays and table handling techniques. LAB FEE. Prerequisites: CS 120, CS 100

CS 111 (2229) 5 Credits
ADVANCED COBOL
The second course in a three-part study of COBOL involving advanced programming techniques. Course content includes two and three dimensional arrays; sequential, indexed, and random file processing; sorting techniques; subprograms; and modular design. LAB FEE. Prerequisite: CS 110

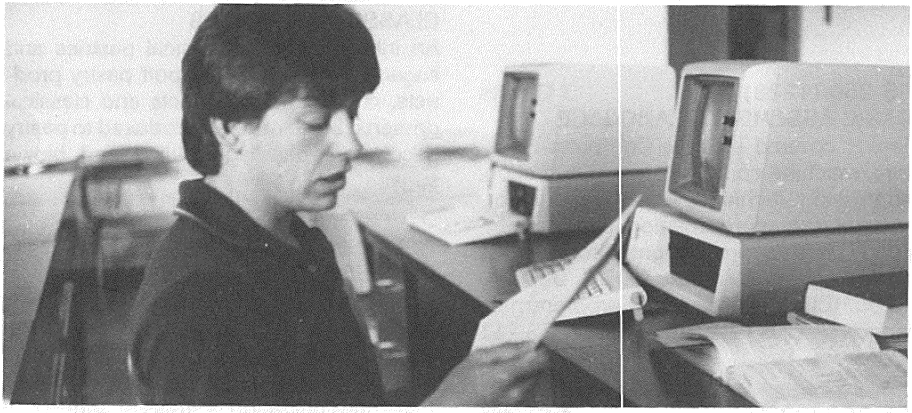
CS 120 (0220) 3 Credits
INTRODUCTION TO DATA
This is an introduction to the college's computer system. The course combines lecture and hands-on laboratory experience to expose the student to the main operating system commands, the on-line text editor, and the BASIC programming language. LAB FEE

CS 130 (1223) **3 Credits**
COMPUTER CONCEPTS
Introduces basic computer teminology, machine design, internal structure (registers, storage), file design, and number systems. The student learns how the machine works and why it works the way it does. A brief presentation of computer history and development is also given.

CS 140 (2251) **3 Credits**
JOB CONTROL AND UTILITIES
Designed to familiarize the student with the current computer operating system. Course content includes accounting structure, the syntax and operation of system, console operator commands and available system utility programs. LAB FEE

CS 161 (1237) **3 Credits**
AUTOMATED DATA SYSTEMS
Covers basic business systems in a data processing environment. Specific computerized accounting applications such as general ledger and accounts receivable are used on microcomputer systems. LAB FEE

CS 180 **4 Credits**
BEGINNING PASCAL
Introductory programming and operation of a mainframe using the PASCAL 3000 language system.



CS 150 (1222) **1 Credit**
COMPUTER LITERACY
An introductory course designed to present elementary programming techniques using microprocessors. Actual hands-on experience provides the avenue for learning the programming language BASIC.

CS 160 (1234) **2 Credits**
DATA APPLICATIONS
Second in a series of three courses designed to introduce the computer and its operation to noncomputer science majors. Specifically, Data Applications is concerned with basic computer concepts and terminology, including specific hands-on experience on microccomputer systems. LAB FEE

CS 213 (2230) **4 Credits**
APPLICATIONS IN STRUCTURED COBOL
The third course in a three-part study of COBOL dealing with advanced business applications using structured programming, documentation techniques, and forms management software. LAB FEE. Prerequisites: CS 110, CS 111, CS 212

CS 220 (1220) **5 Credits**
INTRODUCTION TO RPG II
Introduces the principles, logic, and coding formats of the RPG II (Report Program Generator II) computer programming language. Students write RPG II programs using sequential files to produce a variety of reports. LAB FEE

CS 221 (1221) **5 Credits**
ADVANCED RPG II
Continuation of Introduction to RPG II using advanced techniques of the language and handling all methods of disk file organization. Students write programs to demonstrate the uses of these techniques and file handling. LAB FEE. Prerequisite: CS 220

CS 240 (2252) **4 Credits**
DATABASE MANAGEMENT
A study of database processing, its structure, function, and use. Students will create and access a typical business database using the current database management software and application programs. Prerequisites: CS 111, CCS 213. LAB FEE

CS 250 (1228) **3 Credits**
BASIC ASSEMBLER LANGUAGE
Topics covered include: Computer structure, machine code, instruction execution, addressing techniques and various formats of data representation. Several computer projects are assigned to illustrate programming techniques. IBM 360/370 ASSEMBLER is used as the programming language. LAB FEE. Prerequisite: CS 111

CS 260 (2272) **4 Credits**
BUSINESS PROGRAMMING IN FORTRAN
Introduces Computer Science majors to the principles, logic and format of the programming language FORTRAN. Programs to be written include business and scientific applications. Prerequisites: CS 101, CS 110

CS 290 (1275) **1-5 Credits**
SPECIAL TOPICS (COMPUTER SCIENCE)
The exploration of a specific topic (or topics) that are pertinent to students in the Computer Science Technology. The topic or topics are studied by the participants in a group with a structured format.

CS 291 (2200) **1-5 Credits**
INDIVIDUAL STUDY (COMPUTER SCIENCE)
Individual study or research relating to the Computer Science Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

CULA 101 (1614) **2 Credits**
INTRODUCTION TO CULINARY ARTS
An introductory course to familiarize students with the field of culinary arts. Topics include culinary history, role of the executive chef, kitchen organization, tools and equipment, cooking methods, work habits and controls.

CULA 105 (1613) **3 Credits**
PROFESSIONAL BAKING AND CLASSICAL PASTRIES
An introduction to classical pastries and sugar. Students prepare puff pastry products, choux paste products and classical desserts. Students are introduced to pastry decoration, pastillage pulled and blown sugar.

CULA 106 (1610) **3 Credits**
PROFESSIONAL MEAT CUTTING
An in-depth study of various meats, poultry and seafood used by the food service industry. Identification, grading, yield and portion control are intensively reviewed. Maximum utilization is stressed during cutting demonstrations. Student will actually cut various products.

CULA 107 (1623) **3 Credits**
GARDE-MANGER
Studies the creation of buffet table arrangements and displays using cold food materials with emphasis on the use of tools, ice, tallow carvings, and fresh fruits and vegetables in the preparation of decorative table arrangements.

CULA 108 **3 Credits**
ADVANCED GARDE-MANGER
Advanced techniques in Garde-Manger operations to include: working with aspic, chow froid, and show pieces.

CULA 212 2 Credits
CULINARY ARTS LAB QUARTER II
Students will be assigned to specific work duties at the Hocking Valley Inn for an average of 15 hours per week. During the quarter, the student will be instructed in, and will perform basic tasks associated with kitchen and dining room operations. All students will be scheduled to meet for one of the 15 hours each week for orientation. Work days are mornings or afternoon/evening, Monday-Sunday, holidays included.

CULA 213 4 Credits
CULINARY ARTS LAB QUARTER II
Students will be scheduled for an average of 15 hours per week to work in the kitchen at the Hocking Valley Inn under the supervision of the chef/instructor. All students will be scheduled to meet one of the 15 hours each week for orientation. Work days will be morning or afternoon/evening, Monday-Sunday, holidays included.

CULA 214 5 Credits
CULINARY ARTS LAB QUARTER IV
Students will be scheduled to work an average of 18 hours per week at the Hocking Valley Inn under the supervision of the chef/instructor. All students will be required to meet for one hour per week for orientation. Those students who show supervisory skills will be placed in such a capacity. Those students who lack such skills will be given jobs that will help develop those skills. Work days will be morning or afternoon/evening, Monday-Sunday, holidays included.

CULA 215 5 Credits
CULINARY ARTS LAB QUARTER V
Students will be scheduled to work an average of 18 hours per week at the Hocking Valley Inn under the supervision of the chef/instructor. All students will be required to meet for two hours per week for orientation. Those students who show supervisory skills will be placed in such a capacity. Those students who lack such skills will be given jobs that will help develop those skills. Work days will be mornings or afternoon/evening hours, Monday-Sunday, holidays included.

CULA 216 5 Credits
CULINARY ARTS LAB QUARTER VI
Students will be scheduled to work an average of 18 hours per week at the Hocking Valley Inn under the supervision of the chef/instructor. All students will be required to meet for one hour per week for orientation. Those students who show supervisory skills will be placed in such a capacity. Those students who lack such skills will be given jobs that will help develop those skills. Work days will be morning or afternoon/evening hours, Monday-Sunday, holidays included.

CULA 217 3 Credits
CLASSICAL FOOD PREPARATION
Preparation of tableside a la carte items in the classical manner.

CULA 290 (1276) 1-5 Credits
SPECIAL TOPICS (CULINARY ARTS)
The exploration of a specific topic (or topics) that are pertinent to students in the Culinary Arts Technology. The topic or topics are studied by the participants in a group with a structured format.

CULA 291 (1647) 1-5 Credits
INDIVIDUAL STUDY (CULINARY ARTS)
Individual study or research relating to the Culinary Arts Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

CULA 292 (1618) 1-4 Credits
FIELD EXPERIENCE (CULINARY ARTS)
Field experience in Culinary Arts by special arrangement with instructor. May be repeated for credit—maximum credit 13.

CULA 294 1-5 Credits
COOPERATIVE WORK EXPERIENCE (CULINARY ARTS)
An on-or-off campus paid work experience related to Culinary Arts. The experience is coordinated by a faculty member with at least one on-site visit during the quarter. Each student must also be enrolled in an on-campus seminar. One credit shall be awarded for a minimum of ten clock hours of work experience scheduled during a standard work week.

DD 101 (1140) **3 Credits**
ENGINEERING DRAWING I
The first of a series of drafting courses aimed at the beginning student in engineering to provide a basic understanding and interpretation of the language of drawing. The principle units of study include an introduction to the language of drawing; the use and care of drafting instruments; lettering; geometric construction, sketching, multiview drawing, and dimensioning. LAB FEE

DD 102 (1141) **3 Credits**
ENGINEERING DRAWING II
A continuation of Engineering Drawing I. The principle units of study include sectioning, auxiliary views, working drawings, oblique, isometric, and piping. LAB FEE. prerequisite: DD 101

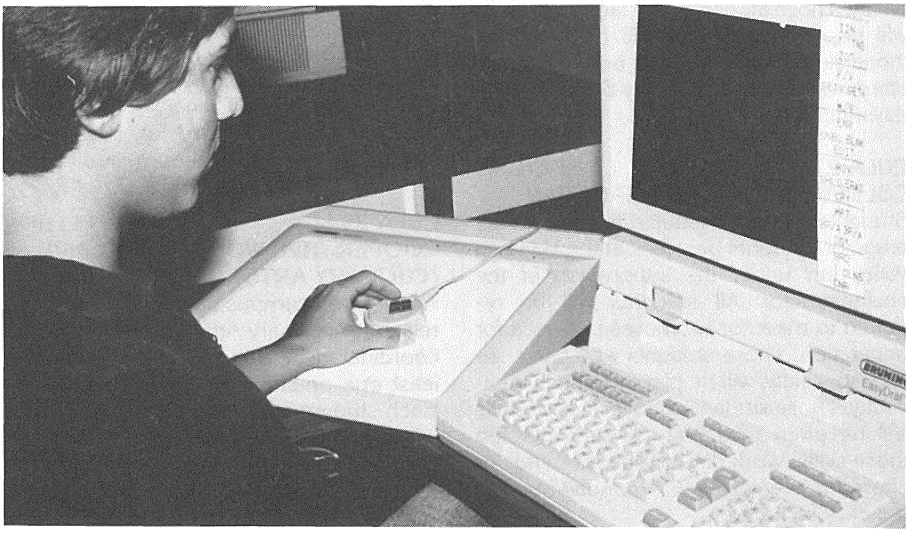
DD 103 (1142) **3 Credits**
ENGINEERING DRAWING III
A continuation of Engineering Drawing II introducing the student to topics such as intersections; gears, cams, threads, fasteners and springs; geometric tolerancing and true positional dimensioning; charts, graphs and diagrams. LAB FEE. Prerequisite: DD 102

DD 200 (2114) **4 Credits**
ARCHITECTURE I
A study of the terms, symbols and details of an architectural set of working drawings as applied toward the design of residential buildings. LAB FEE. Prerequisite: DD 102

DD 201 (2115) **4 Credits**
ARCHITECTURE II
A study of the terms, symbols, details and codes of an architectural set of working drawings as applied to the design of commercial buildings. LAB FEE. Prerequisite: DD 200

DD 202 (2113) **4 Credits**
ADVANCED DRAFTING/CAD
Covers technical drafting representation as applied to industrial products and processes. Computer-aided drafting is used in the study of dimensioning, tolerancing, design drawing, working drawings, welding drawings, and topographic drawing. LAB FEE. Prerequisite: DD 103

DD 203 (2144) **4 Credits**
ELECTRICAL DRAWING
This course is designed to give students an understanding of electrical drawing standards, graphic symbols, diagram layouts and part identification by construction of orthographic and symbolic drawings.





DD 204 (2045) 3 Credits
DESCRIPTIVE GEOMETRY
Designed to familiarize the student with graphic solutions to problems relating to points, lines, planes, and solids. The units of study include space measurements and visualization, first auxiliary views and measurements, line definition and description, second auxiliary views, plane definition and description, perpendiculars, skew lines, and solids. Prerequisite: DD 102

DD 205 (2184) 3 Credits
DIE DESIGN
An introduction to the design and calculation of dies in blanking, piercing, trimming and bending of various materials used in industry. LAB FEE. Prerequisite: DD 202

DD 206 (2110) 4 Credits
GRAPHICS
An introduction to illustration. Students work with various techniques and materials used in industrial and architectural presentation drawings. LAB FEE. Prerequisite: DD 102

DD 207 (2143) 3 Credits
ELECTRONIC DRAWING
A study of electrical drawing standards, graphic symbols, diagram layouts and parts identification through construction of orthographic and symbolic drawings.

DD 208 (2112) 1 Credit
INTRODUCTION TO CAD
An introduction to the basic concepts of computer-aided drafting. Included will be discussion and operation of the Hewlett-Packard CAD System.

DD 209 (2111) 2 Credits
INTRODUCTION TO INDUSTRIAL CAD APPLICATIONS
An indepth study of computer assigned drawing using HTC's system. The course will include hands-on work, with students creating drawing as specified by the instructor. Emphasis is on one-on-one education techniques. Each student will meet a prerequisite of either individual drafting experience or three quarters of drafting at HTC.

DD 290 (1193) 1-5 Credits
SPECIAL TOPICS (DRAFTING AND DESIGN)
The exploration of a specific topic (or topics) that are pertinent to students in the Drafting and Design Technology. The topic or topics are studied by the participants in a group with a structured format.

DD 291 (1178) 1-5 Credits
INDIVIDUAL STUDY (DRAFTING AND DESIGN)
Individual study or research relating to the Drafting and Design Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

DT 100 (0566) 2 Credits
SURVEY OF DIETETICS
A survey of the profession of dietetics, the objectives of a dietetic department, and the responsibilities of assistants, technicians, and dietitians in a variety of health care facilities. Dietetic personnel are defined as nutritionists, supervisors and educators. Topics covered include definition of the profession, types of dietetic services, level of training in dietetics, policies and procedures, management responsibilities in dietetics and some federal regulations that affect nursing homes.

DT 101 (0552) 2 Credits
DIETETIC DIRECTED PRACTICE I
Clinical experiences which afford the student the opportunity to practice material taught in coursework offered during the quarter. Students are assigned to a hospital dietary department one day per week. Included are assignments in department services, patient interviewing, food production, and office procedures.

DT 102 (0364) 4 Credits
BASIC NUTRITION
Describes the effect of nutritional status on health, detailing the specific nutrient requirements of man to maintain good health. Topics covered include nutrient sources and functions, energy needs, digestion and metabolism, basic four food groups, seven dietary goals, provision of good nutrition to low income families and some food and nutrition misconceptions.

DT 103 (0555) 3 Credits
FOOD PREPARATION PRINCIPLES I
An introductory course which covers the principles of quality food preparation, standardized recipes, portion control, safety, and correct use of equipment. In the laboratory students prepare recipes for eggs and dairy products, vegetables, fruits, sandwiches, baked goods, soups, sauces and gravies.

DT 110 (0363) 4 Credits
APPLIED NUTRITION
A description of the particular nutritional concerns of people throughout the life span: pregnancy, childhood, adolescence, maturity. Special attention is given to nutritional effects on dental health, physical exercise and weight maintenance. The process of taking and evaluating a simple diet history is practiced. Prerequisite: DT 102

DT 111 (0553) 2 Credits
DIETETIC DIRECTED PRACTICE II
Clinical experiences which afford the student the opportunity to practice material taught in course work offered during the quarter. Students are assigned to a hospital dietary department one day per week. Included are assignments in safety and sanitation, diet histories, food production and office procedures.

DT 113 (0556) 3 Credits
FOOD PREPARATION PRINCIPLES II
A continuation of Food Preparation Principles I with major emphasis on food and labor costs, meat cookery and seasonings. In the laboratory students plan, prepare and evaluate three meals. Prerequisite: DT 103 or permission of instructor

DT 119 3 Credits
FOOD PURCHASING FOR HEALTH CARE INSTITUTIONS
An overview of the food purchasing function of a health care institution including: government regulations and controls, types of functions of markets and market personnel, development and use of forms to aid in the puchasing operation, writing specifications to insure desirable standards in various food commodities, exploring the varieties and purchase forms of major food categories, and determining amounts of food to purchase for number and size of portions required.

DT 120 (0560) 3 Credits
NORMAL AND MODIFIED MENU PLANNING
Practice in individual and institutional menu planning using principles of menu planning, and practice in using a diet manual to plan basic modified diets for persons in health care facilities for diabetic, sodium modified, protein and fat modified, liquid and bland diets. Practice in planning menus to meet federal requirements to the school lunch program and nursing homes is also included. Prerequisite: DT 102

DT 121 (0554) 2 Credits
DIETETIC DIRECTED PRACTICE III
Clinical experiences which afford the student the opportunity to practice material taught in course work offered during the quarter. Students are assigned to a hospital one day per week. Included are assignments in employee training, menu planning, office procedures and purchasing.

DT 122 3 Credits
SUPERVISION IN DIETETICS
This course focuses on theories and use of leadership and supervision characteristics of people who supervise employees in a dietary department in a hospital or nursing home. Topics covered include: employee needs, leadership characteristics and styles, motivation, direction and control, dealing with personnel problems, interviewing, training, counseling, and evaluating employees, and effective communications at work.

DT 200 (0572) 3 Credits
DIET THERAPY I
A study of the nutritional intervention used in febrile diseases; diseases of the gastrointestinal, biliary, muscular, skeletal and nervous systems; surgical and stressed patients and for allergies and food tolerances; diseases of childhood and neoplastic diseases. A description of food-drug interaction mechanisms is also covered.



DT 201 (0562) 2 Credits
NUTRITION CARE DIRECTED PRACTICE I
Clinical experiences which afford the student the opportunity to practice nutrition care procedures in a hospital dietary department. Students work with patients who require diet management of endocrine, cardiovascular or renal health problems. Students are assigned one day per week to a hospital dietary department.

DT 202 (0561) 1 Credit
NUTRITION CARE PROCESS
Describes and offers practice in the assessment, planning, implementation and evaluation responsibilities of the dietetic technician. Topics include the nutrition care process, charting, nutrition care plans, diet histories; and clinical, biochemical and anthropometric indices of nutritional status. Prerequisite: DT 200 - Concurrently

DT 209 (0557) 2 Credits
FOOD SERVICE DIRECTED PRACTICE I
A clinical experience which affords the students the opportunity to practice food service management principles in hospitals. Assignments include inventory, receiving, tray line supervision, cleaning and sanitizing products, production schedules and food production.

DT 210 (0573) 3 Credits
DIET THERAPY II
A study of the nutritional intervention used in the treatment or management of diseases of the cardiovascular, renal, and endocrine systems.

DT 211 (0563) 2 Credits
NUTRITION CARE DIRECTED PRACTICE II
Clinical experiences which afford the student the opportunity to practice nutrition care procedures in a hospital dietary department. Students work with patients who require diet management of surgical digestion and neoplastic diseases, who require nutritional supplementation and who are physically stressed. Students are assigned one day per week to a hospital dietary department.

DT 212 (0565) 3 Credits
NUTRITION EDUCATION METHODS
An understanding of the teaching-learning process in nutrition education to groups and individuals. Development and use of teaching materials and audio-visual aids in program presentations by students are emphasized. Prerequisites: DT 102 and DT 110

DT 219 (0558) 2 Credits
FOOD SERVICE DIRECTED PRACTICE II
A clinical experience which affords the students the opportunity to practice food service management principles in hospitals. Assignments include leadership styles, tray line supervision, employee training and evaluation, food production, inventory and food supply, and receiving.

DT 220 (0571) 2 Credits
CURRENT TOPICS IN DIETETICS
A seminar course intended to offer students the opportunity to explore topics of professional interest in greater depth and to present literature findings to the class. Prerequisites: DT 102, DT 110, and DT 200

DT 221 (0564) 3 Credits
NUTRITION CARE DIRECTED PRACTICE III
Clinical experience which affords the students to practice nutrition care in a hospital dietary department, community health education program, W.I.C. project, and long-term care facility. Students assess dietary habits and nutrition needs, write care plans and educate patients as assigned.

DT 223 (0567) 2 Credits
DIETETIC SERVICE MANAGEMENT
Development of an extensive portfolio containing the policies, procedures, and management tools necessary to direct the purchasing, storage, preparation and service of food in a health care institution. Sanitation, employee, and food cost management tools are also developed. This course is an exercise in applying the principles of food service management learned throughout the program. Prerequisite: Taken in sixth quarter.

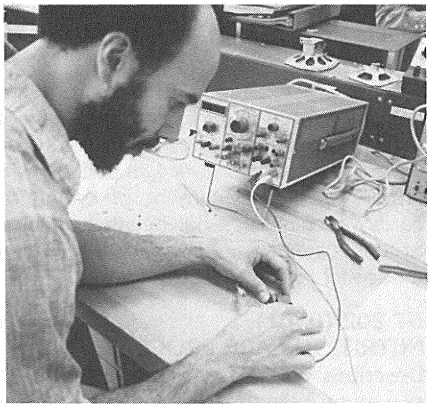
DT 229 (0559) **3 Credits**
FOOD SERVICE DIRECTED PRACTICE III
A clinical experience which affords the students the opportunity to practice food service management principles in hospitals. Assignments include food production, equipment, inventory control, receiving, recipe costing, controlling and recording food costs, tray line supervision, food service design, and safety procedures.

DT 290 (0583) **1-5 Credits**
SPECIAL TOPICS (DIETETICS)
The exploration of a specific topic (or topics) that are pertinent to students in the Dietetic Technology. The topic or topics are studied by the participants in a group with a structured format.

DT 291 (0506) **1-5 Credits**
INDIVIDUAL STUDY (DIETETICS)
Individual study or research relating to the Dietetic Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

ECON 140 (0042) **3 Credits**
ECONOMICS ISSUES AND PROBLEMS
An introduction to the major principles and issues of American economics. Topics include measuring the economy, income distribution, unemployment, inflation, profit, taxes, and current economic issues and trends affecting the student's technical field. Direct experiences such as field trips, simulation activities, guest speakers and interviews, and a field project acquaint the student with economic processes.

ECON 141 (0045) **3 Credits**
ECONOMICS AND RELATED SYSTEMS
A study of the more detailed aspects of microeconomics. Such areas as money, credit, competition, monopoly, wages, labor management relations, business cycles, prices, and government controls and regulations, as well as the interrelation of the American economic system with other systems are covered.



EE 101 (1131) **6 Credits**
D.C. CIRCUITS
Begins with the basic fundamentals of electricity including insulators, resistors, capacitors, inductors, and use of test equipment. Circuits are analyzed by use of OHM's Law, Kirchoff's Law, Thevenin's Theorem, and Norton's Theorem.

EE 102 (1132) **4 Credits**
A.C. CIRCUITS
A study of concepts pertinent to alternating currents and voltages. Students are introduced to phase relations, reactance, and power in series and parallel connected loads, and investigate resonance and resonant circuits, coupled circuits, transformers, and polyphase systems.

EE 103 **6 Credits**
AC/DC CIRCUITS
This course introduces the student to the basic fundamentals of electricity, electric circuits, and resistive circuit analysis techniques. Study will include circuit components including inductors and capacitors. Both AC and DC sources and generators are included. LAB FEE

EE 104 **4 Credits**
ADVANCED TOPICS AC/DC
A study of circuit components and their relationship in alternating current circuits. The concepts of reactance and impedance are introduced. Advanced methods of circuit analysis, both AC and DC are developed. Prerequisite: EE 103



EE 105 **4 Credits**
ELECTRONIC DEVICES
This course introduces semiconductor, two-terminal devices (diode), both in theory and application. Bipolar transistor types and characteristics are identified and DC bias circuits are analyzed and designed in classroom and laboratory situations. LAB FEE. Prerequisite: EE 103

EE 106 **4 Credits**
CONTROL AND LINEAR DEVICES I
The student is introduced to the field effect transistor, its theory and operation in DC bias circuits. The FET and Bipolar transistor small signal amplifiers are analyzed and linear integrated circuit operational amplifiers are introduced. LAB FEE. Prerequisites: EE 104, EE 105

EE 107 **3 Credits**
DIGITAL LOGIC I
This course will introduce students to the basic logic block (AND, OR, NOT, NAND, NOR, AND XOR). The operation of TTL, ECL, and CMOS logic families will also be discussed.

EE 113 (1152) **3 Credits**
ELECTRONICS I
Develops the fundamentals of two terminal devices (diodes) in both theory and application and introduces transistor theory, operation, and biasing.

EE 114 (2153) **4 Credits**
ELECTRONICS II
Covers the important fundamentals of amplification. The student learns amplifier characteristics, design factors, and applications of various active devices in practical circuit configurations.

EE 204 **5 Credits**
CONTROL AND LINEAR DEVICES II
Multistage and power amplifier circuits are analyzed in theory and practice. Negative and positive feedback circuits are introduced. PNPN devices (SCR's Triac's) are investigated in control circuit applications. LAB FEE. Prerequisite: EE 106

EE 205 (2154) **5 Credits**
ELECTRONICS III
Covers the operations of power transistors in amplifier circuits. A comprehensive treatment is given the popular linear integrated circuit units, the differential and operational amplifier. Feedback and oscillator circuits are covered, and PNPN control devices such as the SCR and TRIAC are investigated.

EE 206 (2156) **5 Credits**
ELECTRONICS IV
An advanced course dealing with pulse and switching circuits. It is also a detailed study of combinational and sequential logic circuits, arithmetic operations, counters and registers, and memory devices.

EE 207 (2157) **4 Credits**
ELECTRONICS V
A detailed study of the anatomy and programming of a microprocessor system and its applications in control functions.

EE 208 (1145) **3 Credits**
ELECTRICAL MEASUREMENTS
Studies design use and limitations of ammeters, voltmeters, and ohmeters; VOM's, VTVM's, bridges, counters, and oscilloscopes. Prerequisite: EE 106

EE 209 (2137) **3 Credits**
ELECTRICAL PROCESS I
A study of electronic manufacturing practices. A printed circuit project is assigned to each student and a project report is submitted at the completion of the project. LAB FEE. Prerequisite: EE 204

EE 210 (2169) **4 Credits**
COMMUNICATION SYSTEMS
This course investigates electronic communications on a systems basis. The system includes the transmission and reception of intelligence by considering the individual, but related, sections of electromagnetic propagation, transmission lines, antennas, transmission and reception methods. Prerequisite: EE 106

EE 211 (2127) **4 Credits**
MICROWAVE SYSTEMS
Covers microwave frequency range and some of the uses of microwaves. Test equipment such as attenuators, frequency meters, couplers, tuners, detectors, slotted line and loads are used in lab experiments. Prerequisite: EE 210

EE 212 (2138) **3 Credits**
ELECTRICAL PROCESS II
A study of electronic manufacturing practices of PC assemblies including photographing of art work, developing on light sensitive material, and mounting of components. LAB FEE. Prerequisite: EE 209

EE 213 (2192) **3 Credits**
DIGITAL CONTROL SYSTEMS
The fundamentals of logic circuits are presented from both a theoretical and mathematical (Boolean algebra) approach. The basic logic circuits are then used to construct and analyze control circuits simulating industrial control methods. The student is introduced to microcomputers in programming for automatic control systems.

EE 214 **5 Credits**
DIGITAL ELECTRONICS
The transistor as switches element is introduced and expanded to include integrated circuit logic devices. Combinational and sequential logic circuitry is analyzed both in theory and practice in laboratory situations. LAB FEE. Prerequisite: EE 204

EE 215 **4 Credits**
FUNDAMENTALS OF MICROPROCESSORS
This course integrates previous digital logic theory and devices into practical experience in programming, applications, and design of microprocessor-based equipment. This course is lab oriented and uses the Motorola 6800 microprocessor and support hardware. Prerequisites: EE 204, EGR 209

EE 216 **3 Credits**
DIGITAL LOGIC II
This second course in digital electronics will describe specific logic devices commonly used in microprocessor-based equipment. Latches, three-state buffers, multiplexers, and demultiplexers are some of the devices discussed.

EE 217 **5 Credits**
MICROPROCESSOR I
Will introduce students to the structure and operation of microprocessor-based devices. System hardware and programming of the Motorola 6800 microcomputer will be discussed in this course. LAB FEE

EE 218 **3 Credits**
MICROPROCESSOR II
Will introduce the hardware structure of the Zilog Z80 microprocessor. The interrupt modes and memory refresh system of the Z80 will also be discussed. Static and dynamic memory system will be described in detail. LAB FEE

EE 219 **4 Credits**
COMPUTER HARDWARE AND MAINTENANCE
Will consist of two instructional modules. The first module will introduce students to I/O devices (printers, disk drives, etc.) and interface techniques. The second module will cover the topic of Hardware Fault Analysis and will provide the student with hands-on experience in troubleshooting microcomputer-based systems. LAB FEE

EE 220 **4 Credits**
COMPUTER PROGRAM DEVELOPMENT
Introduces the concepts of modular programming and "top-down" design. Techniques for developing technical and user manuals will be included. LAB FEE

EE 221 **3 Credits**
DISK BASIC AND CP/M^{R}
This course is divided into two instructional modules. The first module will introduce disk operating system (DOS) and the CP/M^{R} operating system. The second module will link BASIC programming and DOS to create and manage disk files. LAB FEE



EE 222 **4 Credits**
Z80 ASSEMBLER LANGUAGE PROGRAMMING
Zilog Z80 machine language programming will be introduced in this course. The students will create programs with a 8080-Z80 Macro-assembler and test the programs on a CP/M[R] computer system. LAB FEE

EE 223 **4 Credits**
VIDEO AND GRAPHICS TECHNIQUES
Will introduce students to various computer display systems. Character generation, raster scanning, and vector scanning are some of the topics discussed.

EE 250 (2191) **3 Credits**
COMPUTER ELECTRONIC FUNDAMENTALS I
This course is designed to serve as a prerequisite for the core studies in Microcomputer Hardware and Maintenance. The material presented prepares the student by introducing him to fundamental principles of switching circuits, devices used in interface circuitry, basic digital logic and number systems associated with microcomputer technology.

EE 251 (2196) **1 Credit**
APPLICATION IN MICROCOMPUTER INTERFACING
This course will consist of a student project in the design of a microcomputer interface system. The design will include outside research, software/hardware development, and complete system documentation. Development will include circuit prototyping and testing.

EE 252 (2197) **3 Credits**
BASIC PROGRAMMING
BASIC programming will provide students with an introduction to programming techniques in the BASIC language. Students will program in both interpreted and compiled BASIC. LAB FEE

EE 254 (2199) **3 Credits**
MACHINE LANGUAGE PROGRAMMING
Contains four instructional modules. The first module will review Motorola 6800 machine language programming and will introduce the students to machine language input/output (I/O) routines. The student will create and test programs on a 6800 based microcomputer system. The second module will introduce the student to Z80 machine language programming. The student will create and test a variety of programs on a Z80 based microcomputer system. The third module will introduce the student to the Z80 Assembler. All Z80 machine language programs created beyond this point will be done on an Assembler. The last module will be dedicated to application.

EE 255 **4 Credits**
COMPUTER ELECTRONIC FUNDAMENTALS II
Computer Electronic Fundamentals II is designed to familiarize students with various digital ICs used in the computer area. The 74, 74LS, 74C logic families are discussed and will include flip-flops, one-shots, counters, and shift-registers.

EE 290 (1194) **1-5 Credits**
SPECIAL TOPICS (ELECTRONIC ENGINEERING)
The exploration of a specific topic (or topics) that are pertinent to students in the Electronic Engineering Technology. The topic or topics are studied by the participants in a group with a structured format.

EE 291 (1175) **1-5 Credits**
INDIVIDUAL STUDY (ELECTRONIC ENGINEERING)
Individual study or research relating to the Electronic Engineering Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

EGR 102 (1150) **3 Credits**
PHYSICS I
An introduction to physics for the engineering technologies. The course covers a study of forces, Newton's Laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids. The laboratory applies practical experiments which require observation and reduction of data.

EGR 103 (1151) 3 Credits
PHYSICS II
The second introductory physics course for engineering technologies. This course covers heat transfer; energy transformations; heat engines; air conditioning; wave motion and vibration; sound and hearing; light wave motion; mirrors and lenses, reflections, refraction, absorption and dispersion of light, diffraction, and interference; and optical instruments.

EGR 106 (2130) 4 Credits
INTRODUCTION TO ELECTRICITY
A practical course in electricity for non-electrical technologies. Principles of electricity are covered along with electrical equipment commonly used in industrial situations. Study includes resistance networks, AC/DC meters, and AC/DC application circuits.

EGR 108 (1120) 3 Credits
MANUFACTURING PROCESS I
An introduction and preparation for the study of the various methods of product fabrication used in industry. Lectures include materials, properties and foundry technology, and focus on safety and welding.

EGR 109 (1121) 3 Credits
MANUFACTURING PROCESS II
A continuation of Manufacturing Process I including an introduction to nonmetallic engineering materials. An in-depth study of the varied casting and forming processes is presented and is directly related to the field of drafting and design. Labs include selected plant visits to emphasize course content.

EGR 110 (1125) 3 Credits
MANUFACTURING PROCESS III
Final course in the series emphasizing the relationship between product and product design. Topics cover machining, joining, finishing, measurement and quality. Control labs include selected plant visits and a limited amount of hands-on machining experience.

EGR 113 (1826) 3 Credits
PHYSICAL SCIENCE I
Physical Science I is a survey of measurements and mathematical principles, matter and matter in motion, energy and changes in energy, and mechanics.

EGR 201 (1870) 3 Credits
OCCUPATIONAL SAFETY
A study of Ohio safety codes and accepted safety practices and procedures pertaining to employees and employers. Topics include worker's compensation, safety design, inspection, personal protective equipment, safety analysis and responsibility.

EGR 209 (2159) 4 Credits
COMPUTER MATH
The basic and applied fundamentals of logic theory are presented using a mathematical (Boolean algebra) approach. Number systems and logic gates unique to microcomputer operation are investigated with an emphasis on reduction of logic circuitry.

EGR 210 (2146) 3 Credits
INSTRUMENTS AND CONTROLS
A study of the basic theory and instruments function, of measurement and response limitations, of calibration of instruments and an analysis of industrial process instrumentation and operations. Instruments and instrument systems are pneumatic, hydraulic, electrical, electronic, electromechanical, and other combinations of instruments will be used.

EGR 211 (2195) 3 Credits
FORTRAN
Fundamental principles of programming a computer using scientific language (Formula Translation) is studied and applied to engineering problems. Students study the basic language, logic of planning the program, flow charting and computer operation techniques. LAB FEE

EGR 212 (2149) 3 Credits
INDUSTRIAL SUPERVISION
Studies working relationships among personnel involved in production areas of manufacturing, including qualifications

and characteristics expected for various positions. Case studies provide examples of typical positions and responsibilities of persons in the industrial setting.

EGR 213 (2163) 3 Credits
HYDRAULICS AND PNEUMATICS
A study of hydraulic and pneumatic principles and equipment. Laboratory work includes limitations, operations and maintenance of equipment.

EGR 214 (1113) 3 Credits
INTRODUCTION TO ROBOTICS
Lecture series designed to introduce the student to the field of robotics. Course will include robotics fundamentals, manufacturers, economics, applications, and job opportunities.

EGR 215 (1144) 3 Credits
INTRODUCTION TO NONDESTRUCTIVE TESTING
Lecture series designed to introduce the student to the field of nondestructive testing. Primary emphasis will be in the metallurgical field. Course will include overview of nondestructive testing methods, introduction to statistical quality control and mini-computer, ASNT Certification Requirements, and National Technical Organizations.

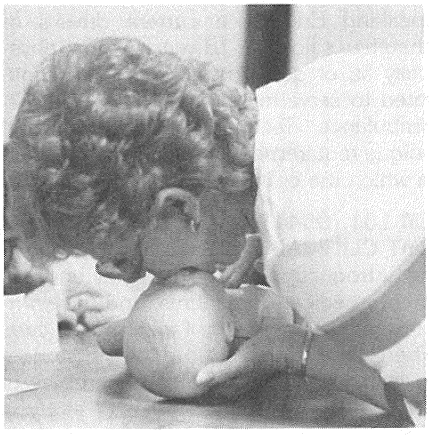
EM 100 (0521) 5 Credits
BASIC EMERGENCY VICTIM CARE
A study of varying medical injuries and illnesses encountered in emergency situations. The student learns to recognize symptoms and apply the correct technical treatment for stabilizing the patient at the emergency scene, while moving a victim to or from the emergency vehicle, and enroute to definitive care. Situational mockups are used to teach assessment and treatment techniques associated with appropriate formal classes and lab situations using the emergency training vehicle and available hospital facilities. This course meets the requirements for certification of emergency medical technician-ambulance (EMT-A) according to section 4731.84 of the Ohio Revised Code. Prerequisites: High school diploma or its equivalent; proficiency in reading, writing, and speaking English; a current driver's or chauffeur's license; 18 years of age; physically fit; of good moral character; motivated to serve independently as an EMT-Ambulance Technician; any additional unique requirements imposed by the state in which the course was given.

EM 101 (0541) 1 Credit
EMT CLINICAL EXPERIENCE I
An introduction to the hospital environment, medical procedures, and the complex interrelationships of total patient care. There is observation time for the student to learn the functions of the members of the patient care team. Mode of study is directed practice and response to study questions regarding each department visited. Experience with the rescue squads is arranged on an individual basis. Prerequisite: Enrollment in or completion of EM 103 and EM 100 or equivalent.

EM 102 (0542) 1 Credit
DEFENSIVE DRIVING AND EMERGENCY VEHICLE OPERATION
Instruction and practice revolves around principles and practice of defensive driving, particularly as it relates to ambulances operating under emergency conditions.

EM 103 (0540) 2 Credits
ORIENTATION TO EMERGENCY SERVICES
An introduction to the duties, responsibilities and concerns of EMS personnel. The course emphasizes the legal and ethical aspects of all levels of training in the emergency field. In addition, the student is introduced to training methods and begins simulated application of skills. The necessity for good interpersonal relationships and the need for constant self-evaluation are also stressed.

EM 109 (0528) 1 Credit
EMERGENCY VICTIM CARE REFRESHER COURSE
The U.S. Department of Transportation approved refresher course for those students that have completed the Basic Emergency Victim Care Course. This course meets the requirements for recertification of EMT-A's according to Section 4731.86 of the Ohio Revised Code.



EM 110 (0533) **7 Credits**
EMT CONDITIONS AND TECHNIQUES I
Begins the study of the Department of Transportation National Standards Curriculum. This course includes the training of the paramedic in the areas of: the role of the paramedic, patient assessment, fluids and shock, general pharmacology and administration of epinephrine, respiratory, cardiovascular, central nervous system, and soft tissue. Pertinent medical terminology and pharmacology is integrated with all modules. The laboratory component includes procedures necessary for the care of patients with selected conditions. The skills lab includes subcutaneous and intramuscular injections, venipuncture and intravenous therapy, EOA and endotracheal intubation, cardiac dysrhythmias, defibrillation, and neurological examination. Prerequisites: EM 103, EM 100, EM 101, EM 102, or equivalent with instructor's approval.

EM 111 (0549) **1 Credit**
EMT CLINICAL EXPERIENCE II
Complementary to Emergency Medical Conditions and Techniques I. The student receives practical experience in the hospital in a variety of patient care areas. Emphasis is placed on cardiac and respiratory care and treatment of the acutely ill patient.

EM 112 (0547) **1 Credit**
EMERGENCY SERVICE COMMUNICATION SKILLS
Provides training for emergency services personnel to handle specific communication needs. Areas of concentration include the use of radio communication, verbal and written reports, interpersonal communication skills, interviewing methods, and assessment techniques for a patient with any medical diagnosis. The recognition and care of emotionally disturbed patients encountered by crisis workers in the field is emphasized. Mode of study includes lecture presentations, individualized readings, and role playing in laboratory simulations. Method of evaluation is based on written exams and classroom participation.

EM 119 (0524) **1 Credit**
ADVANCED EMT-AMBULANCE
Begins the study of the DOT National Standards Curriculum. This includes the study of pathophysiology, symptomatology and treatment of select medical/surgical conditions. Major emphasis of the course is placed upon transition from EMT to EMT-Advanced and includes patient body systems, patient assessment, recognition of acute medical emergencies and single or multiple traumas. Pertinent medical terminology is integrated with all modules. The laboratory component includes procedures necessary for the care of patients requiring invasive therapy techniques (venipuncture, blood samples) esophageal obturator airway and/or use of MAST antishock trousers. Prerequisites: Ohio EMT-A Certification; valid driver's license; pass pre-entrance exam.

EM 120 (0534) **7 Credits**
EMT CONDITIONS AND TECHNIQUES II
Completes the objectives of the Department of Transportation, National Standards Curriculum for EMT-Paramedics. This course includes the training of the paramedic in the area of musculo-skeletal, medical emergencies, obstetrics, pediatrics, emotionally disturbed patients, telemetry and communications, and multitrauma. Pertinent medical terminology and pharmacology are integrated with all



modules. The laboratory component includes procedures necessary for the care of patients with selected conditions. The skills lab includes pediatric assessment, psychiatric assessment, urinary catheterization, cricothyrotomy, 12-lead EKG, advanced dysrhythmia recognition and treatment, radio communications, and the integration of previously learned skills. Prerequisites: EM 100, EM 101, EM 111, EM 122, EM 202, EM 213, EM 220, HC 100, or equivalent with instructor's approval.

EM 121 (0548) 1 Credit
EMT CLINICAL EXPERIENCE III
A continuation of EMT Clinical Experience II, with increasing and broadening experience in the clinical areas needed by each student to complete the objectives of the Department of Transportation National Standards Curriculum for EMT-Paramedics. Commonly used clinical areas include Coronary Care Unit, Intensive Care Unit, Emergency Room, Obstetrics, Pediatrics, Operating Room, and selected specialities. Field trips are used as necessary to complete experience needs.

EM 122 (0535) 1 Credit
RESCUE SQUAD EXPERIENCE
Designed for students to receive practical vehicle-clinical observation and experience. Training includes assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor. Clinical rotation is arranged to provide diversity of experience. Prerequisites: EM 110, EM 111; taken concurrently with EM 120 and EM 121.

EM 123 (0526) 1 Credit
RAPPELLING
Familiarizes students with the principles of rappelling. Laboratory experiences offer the student the opportunity to use these techniques in rappelling exercises.

EM 124 (0529) 1 Credit
VICTIM RESCUE
A comprehensive rescue course developed specifically for those individuals engaged in the rescue service. It also provides supplemental information for those who have completed a U.S. Department of Transportation EMT-A training course to upgrade their knowledge and skill in rescue procedures. Prerequisite: EM 100 or Equivalent; EM 123 recommended.

EM 125 1 Credit
RESCUE AND RAPPELLING
This course is designed to familiarize the student with the principles of extrication and patient handling. Laboratory experience and simulations offer the student the opportunity to use light rescue equipment appropriate for a variety of crisis situations. Transportation of the injured is also included.

EM 200 (0545) 3 Credits
PHYSICAL ASSESSMENT AND EMERGENCY ROOM TECHNIQUES
Advanced paramedic diagnostic and management skills. Data collection and physical assessment techniques and development of organizational and management styles are included. Outside class experiences are arranged. Prerequisite: First three quarters of EMT technical courses completed, or equivalent with instructor's approval.

EM 201 (0544) 3 Credits
PARAMEDIC PRACTICUM
Provides an understanding of the EMS environment and responsibilities. The student is involved in a wide variety of supervised experiences where task performance and coping with problems related to an EMS service are emphasized. Special attention is given to leadership attitudes, morale, motivation and communication. Students participate in group dynamics, class projects and discussions. Prerequisite: All first-year technical EMT courses.

EM 202 (0523) 1 Credit
ADVANCED CARDIAC LIFE SUPPORT
A course designed to meet the needs of practicing coronary care nurses, paramedics, or doctors who wish to advance or assess their skills in cardiac life support. The course is taught by American Heart Association instructors and approved by the Central Ohio Heart Chapter. Prerequisite: Instructor Approval

EM 203 (1915) 4 Credits
EMERGENCY RESCUE OPERATIONS
Covers emergency rescue operations including the heavy rescue unit. Course includes the use of special extrication tools; and study and practice of rescue operations on water, highways and industrial locations. Prerequisite: EM 100 or equivalent; EM 123 recommended

EM 204 1 Credit
INTRODUCTION TO HAZARDOUS MATERIALS
In order to deal safely and effectively with the ever-present threat of chemical spills, leaks, derailments, or transportation emergencies, public safety personnel need essential training and emergency response information. This course explores the problems. The student will receive materials which will aid in the assessment of destructive potentials.

EM 211 (0519) 1 Credit
PSYCHIATRIC CLINICAL EXPERIENCE FOR EMT'S
Clinical experience provided in a mental health unit involving the care and psychoemotional support of the psychologically disturbed patient. Acute crisis intervention is stressed through role-playing situations.

EM 212 (0539) 3 Credits
SEARCH TECHNIQUES
Teaches the reading of various types of maps which the emergency technician uses in the course of his work, including highway, city, and rural road maps, and topographic map reading. The course incorporates practical experience with the ambulance in situational learning modules.

EM 213 (0516) 3 Credits
PUBLIC ADMINISTRATION, RELATIONS, EDUCATION
Provides the emergency medical service and fire command officer with a better understanding of fire and EMS safety problems and accepted administrative methods. Management problems are approached from the point of view of the fire or EMS chief, fire command officer, and the chief administrator. Prerequisite: Second year EMT or Fire and Emergency Certificate.

EM 214 1 Credit
PARAMEDIC EXTERNSHIP I
The Paramedic Externship Program is a period of directed practice which consists of practical paramedic clinical experiences in hospitals, clinics, and physician's offices. Emphasis will be on physical assessment and emergency care procedures.

EM 215 1 Credit
PARAMEDIC EXTERNSHIP II
The Paramedic Externship Program is a period of directed practice which consists of practical paramedic clinical experiences in hospitals, clinics, and physician's offices. Emphasis will be on physical assessment and emergency care procedures.

EM 216 2 Credits
WATER RESCUE
Involves the study of watercraft safety, theory, and practical application of safe boating skills exercised by the watercraft officer. Also, it involves a general overview of watercraft accident investigation. Training in basic water safety, basic watercraft safety, and the use of pertinent sections of the Ohio Revised Code are also covered.

EM 220 (0517) 1 Credit
SEMINAR IN EMERGENCY SERVICES
Designed to address the needs of the advancing paramedic through study and continuing education. Time is designated in class to discuss current trends, and to discuss specific weekly topics related to EMS. Community planning for disaster situations is emphasized. Licensure, certification, and National Registry status are reviewed. Prerequisite: Second-year level EMT student or equivalent.

EM 221 (0537) 3 Credits
INSERVICE EDUCATION CLINICAL EXPERIENCE FOR EMT'S
Designed to provide experience in classroom and laboratory teaching and evaluation of EMT-Paramedic level skills. Programmatic planning for inservice edu-



cation is emphasized. An overview of teaching methods, learning styles, writing performance objectives, test construction, and clinical performance evaluation techniques are included. Prerequisite: Second-year level EMT student or equivalent.

EM 290 (0584) 1-5 Credits
SPECIAL TOPICS (EMERGENCY MEDICAL)
The exploration of a specific topic (or topics) that are pertinent to students in the EMT Technology. The topic or topics are studied by the participants in a group with a structured format.

EM 291 (0505) 1-5 Credits
INDIVIDUAL STUDY (EMERGENCY MEDICAL)
Individual study or research relating to the EMT Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

ENV 100 3 Credits
ENVIRONMENTAL LAW
Environmental health, as practiced in Ohio, is firmly grounded in law and would not long exist in the manner we know it today except for its sound legal basis. This is a general survey course of the Ohio Revised Code and the Ohio Sanitation Code, using case studies and related experiences to illustrate the relationship of public health problems and their legal problems. Environmental impact studies will be reviewed.

ENV 110 4 Credits
INTRODUCTION TO WATER AND WASTE WATER
This course introduces the student to sources of treatment and distribution of potable water. It also discusses the many and varied methods of treating sewage. Individual home water supplies and sewage treatment devices are also studied. Labs involve on-site visits to water and wastewater treatment facilities, water well drilling operations, and the installation of home sewage treatment devices.

ENV 121 (1817) 4 Credits
INDUSTRIAL HYGIENE AND SURVEILLANCE
This course will combine the study of the various industrial hygiene problems of the average work site with the study of methods to survey these problems. Each student will identify problems in at least two work areas, collect data, peruse literature about that problem, and write a report recommending solutions. The student will also make a daily observation of one or more environmental factors and report on them at least two times during the quarter.

ENV 122 (1313) 2 Credits
HEALTH EDUCATION TECHNIQUES
An in-depth study of health education techniques for heterogeneous groups of people. Utilizing various methods of instruction including audio-visual aids, behavior modification and resource materials, students learn to make decisions concerning the appropriate learning situation and alternatives. This course also involves the student in program planning and organization of community activities.

ENV 123 (2801) 2 Credits
SKETCHING AND BLUEPRINT READING
The first of a series of drafting courses. Principal units of study are an introduction to the language of drawing, the use and care of drafting instruments, lettering, geometric construction, sketching, multiview drawing, dimensioning, blueprints, typical layout of camper/mobile home parks, and ONSDE projections.

ENV 124 4 Credits
HAZARDOUS MATERIALS IN INDUSTRY
This course introduces the student to the safe manufacture, storage, and transport of the many chemicals and compounds that are used in industry and are toxic to man and his environment. Introduction to the legislation that has been adopted by local, state, and national governmental bodies will be included.

ENV 125 **4 Credits**
HAZARDOUS WASTE DECONTAMINATION AND DISPOSAL
This course is designed to expose the student to various ways that hazardous materials toxicity can be neutralized at the point of discharge from the plant or at sites that receive hazardous materials for that specific purpose. Much of the hazardous materials cannot be neutralized; therefore, the proper and safe disposal methods will be presented. Economic factors, transportation problems, and public acceptance of disposal sites must also be considered.

ENV 126 **4 Credits**
WASTE WATER TREATMENT
Since most human, commercial, and industrial waste is water-borne, it will normally be discharged into a watercourse, lake, or ocean. Methods to protect the receiving waters including adequate treatment to achieve freedom from pathogens, reduction of solids, and removal of chemicals will be presented. The addition of assisting chemical compounds will be included. Personnel qualifications for waste water treatment operators will be reviewed. Labs will include on-site work at a disposal plant, collection and analysis of samples, plus maintenance and use of equipment.

ENV 131 (1812) **4 Credits**
SAFETY FOR SUPERVISORS
A study of the various aspects pertaining to safety within industry. Reviewing accident costs and how accidents affect efficiency, morale, and public relations are discussed.

ENV 132 **4 Credits**
CORRECTIVE ACTION FOR HAZARDOUS WASTE PROBLEMS
This course is designed to expose the student to various socioeconomic factors involving hazardous materials washes. Monitoring and evaluation of storage areas, transportation, and current or abandoned disposal facilities will be presented. Corrective actions for hazardous disposal facilities are included.

ENV 134 (1882) **1 Credit**
ENVIRONMENTAL HEALTH SEMINAR
Designed for professionals in the fields of environmental health, natural resources, industry personnel and others affected by environmental laws and regulations.

ENV 135 (1808) **3 Credits**
CHEMISTRY FOR ENVIRONMENTAL AND INDUSTRIAL PROTECTION
Relates to industrial chemistry. Principles and relationships of materials found in the working environment are developed.

ENV 136 **3 Credits**
POTABLE WATER TREATMENT
This course is designed to provide the student with a basic understanding of treating potable water to provide safe, sanitary conditions prior to dispersal. It will include analysis of water and sources, methods of treatment, distribution and protection of safe water, and preparation of reports. Various laboratory techniques, sampling procedures, and analysis of reports will be presented.

ENV 210 (1815) **4 Credits**
SEMI-PUBLIC WATER AND WASTE WATER TREATMENT
Covers basic principles of water purification and waste water treatment including new processes and recent developments. Criteria, rules and regulations, and forms and records associated with the field are considered. Many field trips are used to observe and compare various methods of water and waste water treatment processes.

ENV 211 (1814) **3 Credits**
ENVIRONMENTAL HEALTH ENFORCEMENT
A study of the various public institutions such as camps, swimming pools, schools, and mobile home parks in areas of design, construction maintenance, and sanitation. Also, food protection including local, state and federal regulations concerning food protection, food processing, and food service operations is considered. Emphasis is placed on sanitation procedures in restaurants and vending machines. On-site inspection of these facilities are made during labs.



ENV 212 (2851) 3 Credits
EPIDEMIOLOGY
A study of communicable human diseases stressing identification, frequency, distribution, control and prevention of diseases found in this geographic area. A case study of epidemiological procedures is used to depict the collection of and assimilation of data in food poisoning outbreaks.

ENV 213 3 Credits
GAS, FUME, AND PARTICULATE SAMPLING
Federal and state EPA regulations impose restrictions on types and levels of pollutants that may be discharged into the ambient air. In order to determine compliance, a variety of sampling procedures, techniques, and equipment is used. The sampling methods vary with the fuel used; the manufacturing processes involved; and the design of flues, stacks, air pollution abatement devices, and discharge points. The sampling methods will be presented and discussed in class and practiced during lab experiences.

ENV 220 (2837) 4 Credits
VECTOR CONTROL
A study of commonly encountered pests and their eradication. Various types of rodents, insects and other pests such as pigeons are identified. Emphasis is on methods of control and the safety precautions necessary when handling various chemicals and infected vectors.

ENV 221 (2840) 4 Credits
BACTERIOLOGY
A study of the principles of bacteriology. Lab procedures provide experience in collection, isolation, culturing, staining, and identification of various microorganisms, and in practical applications to water, soil, milk and sewage studies.

ENV 223 4 Credits
CORRECTIVE ACTION FOR POLLUTION PROBLEMS
Land, air, noise, and radiological pollutants create many health problems for our communities. This course will provide the foundations for understanding the complex processes involved in arriving at solutions to the problems. Labs will include inspection, control, and management techniques.

ENV 230 (1811) 5 Credits
OCCUPATIONAL SAFETY EQUIPMENT/ENVIRONMENTAL SURVEILLANCE
Examines health hazards in the workday environment with actual documentation utilizing suggested equipment recommended by the American Society of Safety Engineers and U.S. OSHA. The course includes general surveillance in environmental monitoring involving air, water, and solid problems.

ENV 231 (1821) 5 Credits
AIR-WATER-SOLID WASTE PROBLEMS
Air, water and solid waste pollution problems and their causes, effects and prevention are studied. Labs include practical application of air, water and solid waste management, inspection and control.

ENV 232 3 Credits
SOLID WASTE UTILIZATION
This course will contain material to create an awareness in the student of the socio-economic impact of solid waste disposal. Recycling, reusing, resale of waste products, rather than burning or burying, will be emphasized. The educational needs of the community, legislative bodies, and industry will be explored. Alternatives for various disposal methods will be introduced.

ENV 290 (1362) 1-5 Credits
SPECIAL TOPICS (ENVIRONMENTAL AND INDUSTRIAL PROTECTION)
The exploration of specific topic (or topics) that are pertinent to students in the Environmental and Industrial Protection Technology. The topic or topics are studied by the participants in a group with a structured format.

ENV 291 (3203) 1-5 Credits
INDIVIDUAL STUDY (ENVIRONMENTAL AND INDUSTRIAL PROTECTION)
Individual study or research relating to the Environmental and Industrial Protection Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

ENV 292 (1387) 1-3 Credits
FIELD EXPERIENCE (ENVIRONMENTAL AND INDUSTRIAL PROTECTION)
On-the-job training in the environmental health field as sanitarians, hygienists, water treatment plant operators or other related areas. This involves specific arrangements with an instructor in the Environmental and Industrial Protection Technology.

FMGT 100 (2411) 4 Credits
PRINCIPLES OF BANK OPERATIONS
Presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

FMGT 101 (2412) 1 Credit
INTRODUCTION TO TRUST FUNCTIONS
Presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust businesss. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

FMGT 102 (2410) 3 Credits
MONEY AND BANKING
Stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply knowledge acquired on the job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

FMGT 103 (2417) 1 Credit
INTRODUCTION TO CALCULATORS AND ADDING MACHINES
An introductory course teaching the basic use of the electronic calculator and the most commonly used adding machines.

FMGT 104 (2404) 3 Credits
MARKETING FOR BANKERS
Discusses the basis of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing.

FMGT 106 (2409) 3 Credits
INSTALLMENT CREDIT
Presents the techniques of installment lending. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

FMGT 108 (2415) 3 Credits
BANK CARDS
Presents an overview of the bank card industry with the dual objective of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized.

FMGT 110 (2407) 3 Credits
CREDIT ADMINISTRATION
Directed toward the executive level, content develops a statement and a discussion factor influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.



FMGT 112 (2416) 3 Credits
NEGOTIABLE INSTRUMENTS AND PAYMENTS MECHANISM
Explores the relevant legal implications of normal activities and transactions in bank operations. The course opens with an introduction to the Uniform Commercial Code, the legal framework of the U.S. Commercial Code and the legal framework of the federal and state statutes.

FMGT 114 (2418) 1 Credit
SELLING BANK SERVICES
Teaches how to recognize and meet bank customer needs through checking accounts, savings services, loans to individuals, safe deposit, traveler's checks, and cross-selling. Upon completion of the course, attendees will be able to list the services their banks offer, describe the scope and advantages of these banking services, identify customer needs from bank transactions or from a conversation with the customer and relate the appropriate service to the perceived customer need.

FMGT 120 (2420) 3 Credits
INVESTING AND MONEY DYNAMICS
Whether the objectives are retirement, funding a college education, tax reduction, or financial independence, this class will teach participants how to build for the future based on personal financial goals and personal family circumstances. Points to be covered include financial tools such as insurance, mutual funds, common stocks, bonds, annuities, savings accounts, trusts and tax shelters.

FMGT 140 (2582) 3 Credits
PRINCIPLES OF FINANCE
The contents of this course will focus on the financial operations of businesses and investors. This course describes the financial operations of small, medium, and large businesses.

FMGT 202 (2585) 3 Credits
FEDERAL RESERVE SYSTEM
Examines the operations and policies of the Federal Reserve System during critical periods over the last sixty years. The approach taken is topical rather than chronological, enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods in time. Attention is given to international monetary affairs, especially the changing role of gold, economic developments and goals which affect the stability of the American economy, and Federal Reserve efforts to adapt and influence the changing economic environment.

FMGT 204 (2405) 3 Credits
BANK INVESTMENTS
Describes how nature and uses of primary reserves and loanable funds limit funds available for investment. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves and their random and cyclical fluctuations, and shows the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

FMGT 206 (2408) 3 Credits
HOME MORTGAGE LENDING
Approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage loan officer in overall portfolio management are covered.

FMGT 208 (2414) 3 Credits
SAVINGS AND TIME DEPOSITS IN BANKING
Recognizes the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic functions of the savings process are necessary to an understanding of the current operations and policies of these institutions. The course begins with a review of the economics of the savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income.

FMGT 210 (2401) 3 Credits
AGRICULTURE FINANCE
The purpose of this course is to provide participants with a basic understanding of extending agriculture and agri-business loans.

FMGT 212 (2403) 3 Credits
FEDERAL REGULATION OF BANKING
This course is designed to impart to the student a comprehensive knowlege of the "why" and "what" of federal banking regulation. It begins with the history of federal banking regulation, follows its development through the years, looks at the effects of federal regulation on the industry today and glimpses into the future of federal regulation on the banking industry.

FMGT 214 (2584) 3 Credits
MANAGEMENT OF COMMERCIAL BANK FUNDS
Covers necessary principles from which the student can derive an adequate philosophy of funds management. The course is developed to be useful to as many different bankers as possible, and it covers a broad range of bank situations and sizes.

FMGT 220 (2413) 3 Credits
LAW AND BANKING
An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnership, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code.

FMGT 222 (2419) 3 Credits
BANK MANAGEMENT
Presents trends which have emerged in the philosophy and practice of bank management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It touches on objectives, planning, structure, control, and the interrelationship of various bank departments. Personnel management is not covered.

FMGT 225 3 Credits
INTRODUCTION TO COMMERCIAL LENDING
Basic concepts and principles of loans to businesses and other commercial operations.

FMGT 290 (2402) 1-5 Credits
SPECIAL TOPICS (FINANCIAL MANAGEMENT)
The exploration of a specific topic (or topics) that are pertinent to students in the Financial Management Technology. The topic or topics are studied by the participants in a group with a structured format.

FMGT 291 (2207) 1-5 Credits
INDIVIDUAL STUDY (FINANCIAL MANAGEMENT)
Individual study or research relating to the Financial Management Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

FOR 110 (1323) 3 Credits
REFORESTATION AND RECLAMATION
Covers the concepts and practices of reforesting vacant land by planting trees and reclaiming strip mined land by seeding grasses or planting trees. Forest tree genetics, nursery practices, planting techniques, site preparation as well as current state and federal reclamation laws are examined in the field. Two all-day field trips are included, one to Zanesville State Nursery and one to Ohio Power.

FOR 111 4 Credits
DENDROLOGY (FORESTRY)
Field identification of trees native to Ohio, particularly those of commercial value. Important commercial species in the United States, not native to Ohio, are covered in lecture.

FOR 120 (0321) 3 Credits
PHOTO INTERPRETATION
An introduction of the basic tools—maps and aerial photographs—which are used on a daily basis in the planning and management of natural resources.

FOR 121 (1322) 3 Credits
FOREST FIRE CONTROL
Designed to cover all aspects of fire in the forest. The course meets or exceeds the training requirements of most state and federal agencies. The basic topics covered include fire detection, prevention and suppression. The positive use of fire as a management tool is also covered.

FOR 122 (0318) 2 Credits
TECHNICAL DRAWING (FORESTRY)
Students learn to correctly letter according to the standards and procedures shown by the instructor, do simple orthographic projections and simple perspectives, plot a deed, transfer a deed to a topo map, draw a topo map, reduce and reproduce a map, compute data and build three types of graphs, plot field data and construct a curve, and design a simple building, including a cost estimate and a bill of material. LAB FEE

FOR 123 (1357) 4 Credits
FOREST MEASUREMENTS
Introduction of basic forest measurement techniques and the instruments used in obtaining the measurements. Instruction on compiling data obtained from measurements is included.

FOR 131 (2321) 4 Credits
FOREST ENTOMOLOGY AND PATHOLOGY
A study of insects having an economic impact on forest and shade trees in the eastern United States. Insect morphology, life cycles, identification and control are stressed.

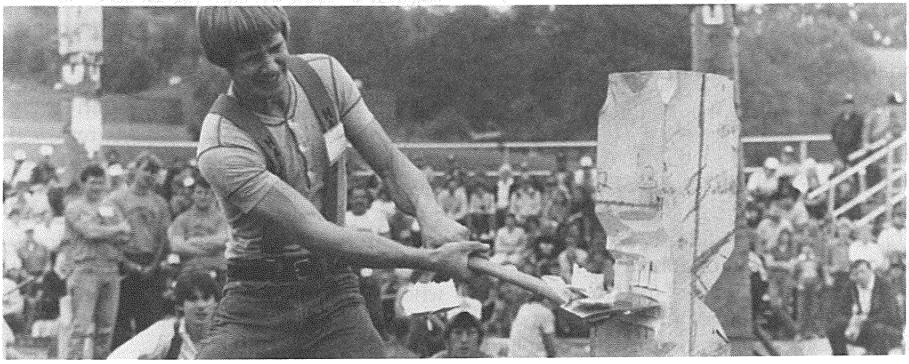
FOR 210 (2360) 4 Credits
FOREST MENSURATION
A study of the techniques and equipment used in determining quality, quantity and value of hardwood timber, sawlogs, pulpwood, and other timber products. Prerequisites: NR 111, FOR 120, 123

FOR 211 (2365) 4 Credits
TIMBER HARVESTING
An introduction to hardwood logging including organization of harvest, timber felling and skidding, equipment operation, product manufacture and logging safety. LAB FEE

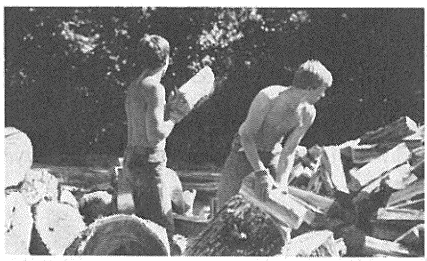
FOR 220 (2318) 4 Credits
APPLIED SILVICULTURE
The study of cultural techniques applied to growing, harvesting, and regenerating forest crops in North America. Prerequisite: FOR 210

FOR 221 (2320) 3 Credits
MACHINE MAINTENANCE
A course covering basic welding techniques, maintenance and repair of hydraulic systems and internal combustion engines. LAB FEE

FOR 222 (0320) 3 Credits
INTRODUCTION TO FORESTRY
An introduction and systematic survey of the basic concepts of forestry and the multiple use of natural resources in relation to the needs of a complex society.



FOR 230 (2319) 4 Credits
FOREST MANAGEMENT
Management of upland central hardwoods, forest regulation and site species relationships as applied to the operation of a forest property for the production of timber and associated products. Prerequisite: FOR 220



FOR 231 (2315) 4 Credits
FOREST PRODUCTS UTILIZATION
This course is an overview of the utilization of the products and services of the central hardwood region. It will include traditional and non-traditional markets and the economic factors that are involved in directing the flow of goods and services from the forest to final product. Emphasis will be on the conversion of hardwood sawlogs and pulpwood into finished goods while minimizing waste.

FOR 232 (2314) 4 Credits
LUMBER GRADING MARKETING
Develops a working knowledge of the standard hardwood lumber grades. Special species grades and structural and softwood grades are also covered for comparison purposes. Interpretation and application of hardwood grading rules are a major emphasis in testing and evaluation. Grade yield studies, lumber prices and market analysis are also covered both in lecture and lab.

FOR 240 1 Credit
FOREST PRODUCTS OBSERVATION EXPERIENCE
This course will provide students with first-hand observation of forest industries in high production areas of the U.S. Students will visit a minimum of ten growth and production sites in the northeastern United States. Students will study forest management practices of large industrial land owners and producers. Because of the unique learning activities student-faculty ratio will be approximately 6 to 1. Actual time in direct contact with cultivation, production, and manufacturing related to forest products will be over 50 hours. Additional time is required for transportation and meals. Students will earn the right to participate in this course by working in tree planting for a minimum of 30 hours.

FOR 290 (1363) 1-5 Credits
SPECIAL TOPICS (FORESTRY)
The exploration of a specific topic (or topics) that are pertinent to students in the Forestry Technology. The topic or topics are studied by the participants in a group with a structured format.

FOR 291 (3201) 1-5 Credits
INDIVIDUAL STUDY (FORESTRY)
Individual study or research relating to the Forestry Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

FOR 292 (2322) 1-3 Credits
FIELD EXPERIENCE (FORESTRY)
The student enrolled in the Forestry program may elect at his option to register for course credit under the title of Field Experience. This experience is similar to an internship in that the student is employed by a forestry agency not affiliated with HTC. To earn course credit the student must register with HTC and pay all appropriate tuition and fees for the credit hours desired. Furthermore, the student must develop the program with his advisor, department coordinator and employing agency and undertake the program only upon approval of advisor and coordinator and the availability of and the cooperation of an employing agency. Each case is reviewed on its individual merits; and fees, schedules, and course credit are granted accordingly. The student initiates the process through contacting his advisor, or the advisor will initiate by contacting the student when an employing agency contacts the school requesting a student to work in an internship situation.

FS 100 **2 Credits**
BASIC FIRE FIGHTING (36-Hour)
Provides a first phase of training in the fire fighting profession for individuals to work under direct supervision. The course is concerned with the use of tools and equipment, chemistry of fire, extinguishment, and rescue techniques. Following successful completion of the course, the student is eligible for Basic Fire Fighter certification through the State Department of Education. This course meets National Fire Protection Association, Inc. (NFPA-1001) standards. Prerequisites: High school diploma or G.E.D., 18 years of age, physically fit (determined by medical and/or physical exam), of good moral character (determined by BCI check), possess a valid driver's license, and meet any requirements of affiliating agency.

FS 101 (1925) **3 Credits**
FIRE PREVENTION TECHNIQUES
A study of applicable state and federal fire codes, proper inspection procedures in taking notes and drawings, checking manual and automotive fire protection equipment, observing process and storage hazards, and making recommendations to increase fire safety. Discussions include use of inspection tools, location and implementation of resource material and interaction with applicable enforcement agencies.

FS 102 **1 Credit**
ORIENTATION TO FIRE SERVICES
An introduction to the duties, responsibilities and concerns of the fire service. A survey of fire protection—the role, history, and development of the fire service. Other topics discussed include: fire equipment and apparatus, communications, records and reports, insurance rating system, and the law as it relates to fire department operations and the responsibilities of various fire service ranks.

FS 110 (1922) **10 Credits**
ADVANCED FIRE FIGHTING (200-Hour)
Provides a second level of training in the fire fighting profession for individuals to work under minimum direct supervision. The course reviews basic skills learned in Basic Fire Fighting and introduces advanced skills in arson detection, investigation, hydrants, standpipes, sprinkler systems, and inspections. The course meets National Fire Protection Association, Inc. (NFPA-1001) standards. Prerequisites: High School diploma or G.E.D., 18 years of age, physically fit (determined by medical and/or physical exam), of good moral character (determined by BCI check), possess a valid driver's license, and meet any requirements of affiliating agency; Basic Fire Fighting, or equivalent, with coordinator's approval.

FS 111 (2736) **3 Credits**
EMERGENCY RESPONSE TO HAZARDOUS MATERIALS INCIDENTS
An analysis of chemical reaction as it relates to fire. Hazards of radioactive materials, poisonous gases, and LP gases are explained. Methods of transportation of hazardous materials, DOT regulations and markings are included.

FS 112 **4 Credits**
HAZARDOUS MATERIALS TACTICS AND SKILLS
Proper incident response is critical and complex. This course is designed to provide emergency response personnel with information on the safe handling of fires and spills involving hazardous materials. Practical application of fire and spill tactics and skills are covered in classroom instruction, as well as demonstrations and hands-on experience.

FS 113 **1-3 Credits**
HAZARDOUS MATERIALS INCIDENT ANALYSIS
A study of case histories and hypothetical situations are used to assist the student in making decisions involving hazardous materials incidents. Since decision making is a mental process, emergency response personnel must be trained to think situations through in an orderly manner, which requires training to accurately assess the situation, determine priorities, and make decisions for action. A fire training simulator is used to reinforce the processes covered during the course.



FS 120 (1919) 2 Credits
RURAL FIRE FIGHTING
Deals with special problems faced by rural fire departments such as water supply, barn fires, fertilizer and grain storage.

FS 121 (1907) 3 Credits
FIRE COMMAND
Group operations and command strategy at the chief officer level. Preplanning of firefighting operation, employment of personnel and equipment. Specific tactical problems are analyzed. Operation and tactics include material and outside aid in the firefighting. Prerequisite: FS 110 or equivalent

FS 122 (1909) 3 Credits
FIRE INVESTIGATION METHODS
A study of the principles of fire investigations including recognition, preservation, collection and presentation of arson evidence. Arson laws, interrogation of witnesses, application of photography, preparation of reports, adjustments of insured losses and estimation of loss due to fire, smoke and water are covered. Prerequisite: FS 110 or equivalent

FS 240 (1904) 2 Credits
INDUSTRIAL FIRE PROTECTION
The organization and operation of in-plant fire company; purchase of supplies and equipment, special fire fighting tactics, training of personnel, and relationship to the municipal fire department.

FS 290 (2712) 1-5 Credits
SPECIAL TOPICS (FIRE/EMT)
The exploration of a specific topic (or topics) that are pertinent to students in the Fire Science Technology. The topic or topics are studied by the participants in a group with a structured format.

FS 291 (1926) 1-5 Credits
INDIVIDUAL STUDY (FIRE/EMT)
Individual study or research relating to the Fire Science Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

GEN 115 (0072) 3 Credits
CAREER STRATEGIES I (ENTRY PHASE)
A directive approach to the career tracking process. The course is designed to increase student self-knowledge, interpersonal strengths, and occupational awareness and synthesize career planning components into an effective career strategy for personal fulfillment.

GEN 116 (0073) 3 Credits
CAREER STRATEGIES II (EXIT PHASE)
A course designed to broaden an individual's market base. This is accomplished through training in job seeking skills and by providing job information (availability, projections, etc.) via mechanized career information systems. Topics such as self-evaluation, promotion and advancement, power, and success are covered in lecture and group discussion formats.

GEN 117 (0090) 3 Credits
DYNAMICS OF GROUP LIVING
Designed as a training program for leaders in a residential group living situation. Emphasis is placed on functions of an effective leader and the leader as a facilitator. Classes include discussion of issues and problem analysis, simulation and behavioral rehearsal, and guided group interaction.

GOVT 142 (0046) 3 Credits
INTERACTING WITH GOVERNMENT AND POLITICS
An introductory course in the fundamentals of the American political system and how individuals interact with local, state, and federal levels of government. Topics include U.S. regional differences, legal settings and courts, finances, executive and legislative powers, and current legislation and issues affecting the student's technical field. Direct experiences such as field trips,

attendance at local meetings, guest speakers and interviews, and a field project acquaint the student with governmental process.

GS 290 (0093) 1-5 Credits
SPECIAL TOPICS (GENERAL STUDIES)
The exploration of specific topics pertinent to students in the General Studies area. The topics are studied by the participants in a group with a structured format.

GS 291 (9010) 1-5 Credits
INDIVIDUAL STUDY (GENERAL STUDIES)
Individual study or research relating to the General Studies area. Topics are arranged with permission of an instructor in General Studies on an individual basis.

GS 292 (0068) 1 Credit
COMMUNITY SERVICE PROJECT
Through participation in community service programs, students develop a broader social awareness and gain a wider understanding of the needs of the community.

HC 100 (0570) 3 Credits
THE HUMAN ORGANISM
An introductory human anatomy course which emphasizes understanding of the structural levels of the body from molecules to organ systems. The organization of each body system is covered. Course sequence is designed to include terminology necessary for explanation of critical concepts—metabolism, homeostasis and inheritance. Basic cellular physiology and a brief unit on microorganisms are included. Laboratories enhance lecture coverage of major concepts.

HC 101 (0498) 3 Credits
MEDICAL TERMINOLOGY I
A course teaching the principles of building a basic medical vocabulary. Emphasis is on prefixes, suffixes, root words and an overview of body systems using the terminology pertaining to them. Spelling, usage and pronunciation are stressed.

HC 102A 1 Credit
HEALTH PROMOTION ELECTIVE (DANCEAEROBICS)
Designed to provide participants with a fun exercise program of dance, jogging, and floor exercises choreographed to popular music. Its purpose is to strengthen and increase the efficiency of the cardiovascular system over an extended period of weeks. The content of this course includes: what is danceaerobics, proper attire, do's and don'ts of danceaerobics, benefits of danceaerobics, monitoring pulse rate and target heart rate range, and 12 danceaerobic routines - 1 stretch and flex, 1 sit-up/push-up, 1 warm-up, 6 aerobic, 1 precool-down, 1 jazzercise, and 1 cool-down. No prerequisite is required for the beginning class; however, previous experience in danceaerobics or another aerobic exercise (such as jogging, racquetball, swimming, biking, jazzercise, etc.) is necessary for the beginning/intermediate and intermediate classes.

HC 102B 1 Credit
HEALTH PROMOTION ELECTIVE (HEALTHY PEOPLE)
A practical course in how to promote your own health and wellness. The content of this course includes: wellness lifestyle—an overview, planning for wellness, physical fitness, nutritional update, stress management and environmental health. Emphasis is on individual strategies and goal-setting in working toward high-level wellness.

HC 102C 1 Credit
HEALTH PROMOTION ELECTIVE (HEALTHY LIFESTYLES)
A practical self-help course in how to promote your own health and wellness. The content of this course includes: time management, assertiveness, weight reduction and alcohol awareness. Emphasis is on individual strategies and goal-setting in working toward high-level wellness.

HC 102D 1 Credit
HEALTH PROMOTION ELECTIVE (WEIGHT CONTROL)
A lifestyle course on how to lose and maintain body weight through a sensible program of nutrition and exercise. Topics to be discussed include: ideal body weight,

caloric intake and output, goal-setting, myths about weight reduction, medical and behavioral assessment, planning to lose, exercise, problem-solving, self-image, eating styles, food and the environment, and maintenance. Participants are required to change a health habit related to weight control to enhance overall personal health.

HC 102E **1 Credit**
HEALTH PROMOTION ELECTIVE (PHYSICAL FITNESS FOR LIFE)
A program of regular physical fitness activities developing physical, mental, emotional, and social benefits which contribute to well-being. Students learn the benefits of fitness, its components, and various avenues to attaining life-long fitness. Each student selects activities and designs a personal fitness program to follow for the duration of the quarter. Topics included are: fitness pretest, benefits of fitness and taking the first step, components of fitness, aerobic vs. anaerobic activities, take your choice-introduction to various fitness activities, using fitness to handle stress, and post-test fitness assessment.

HC 102F **1 Credit**
HEALTH PROMOTION ELECTIVE (STRESS MANAGEMENT)
Deals with recognizing stress, understanding its effects on the human mind and body, and learning how to cope with/reduce stress. Each class consists of a lecture followed by a relaxation session. Topics include: the psychophysiology of stress, stress and disease, the "innerconscious levels of the mind," attitudes and health, the mind as a computer, practical applications of "programming," and variety of stress reduction methods.

HC 102G **1 Credit**
HEALTH PROMOTION ELECTIVE (SMOKING CESSATION)
Designed to help participants stop smoking by providing them with the essential information and strategies needed to direct their own efforts at stopping. The content of this course includes: reasons for smoking, approaches to quitting, physiological effects of smoking, second-hand smoke, withdrawal symptoms, relaxation exercises, causes of weight gain, low-calorie and nutritious snacking, alcohol in relationship to stop smoking, benefits of quitting, avoiding pitfalls, starting a fitness program, and time management. Prerequisites: Sincere desire, motivation and commitment to quit smoking.

HC 102H **1 Credit**
HEALTH PROMOTION ELECTIVE (TUNING AND TONING)
A bi-weekly program of aerobic exercise and muscle strengthening done in a group setting. A half-hour will be spent stretching and toning muscles using the universal gym and/or calisthenic movements to music. The following half-hour will be spent in an individualized walk/jog program. Pre- and post-testing are included.

HC 103 (0407) **1 Credit**
CARDIOPULMONARY RESUSCITATION
A practical course in recognition and emergency care procedures for victims of cardiac arrest and respiratory emergencies. Certificate issued upon completion.

HC 104 (0527) **1 Credit**
STANDARD FIRST AID MULTIMEDIA
Teaches the knowledge and skills that are needed for the emergency care of the injured until other medical personnel arrive. The course also creates an active interest in the prevention of accidents through the elimination of their causes.

HC 105 (0525) **1 Credit**
DEFENSIVE DRIVING
Part of the National Safety Council's improvement program. Course topics include: preventability of accidents, defensive driving techniques, ways to avoid collisions with vehicles, the art of passing and being passed, and the "mystery crash."

HC 109 **1 Credit**
NUTRITION FOR THE HOSPITALITY INDUSTRY
This course surveys the functions of nutrients needed by man to maintain health; sources of these nutrients; ways dietary habits affect health; recommended chang-



es in dietary patterns for Americans; and food preparation and menu planning principles that incorporate these nutrition recommendations.

HC 110 (0492) 3 Credits
ANATOMY AND PHYSIOLOGY I
A study of the reproductive, endocrine, circulatory, excretory, and respiratory systems with emphasis on their normal physiology. An introduction to embryology and fetal development precedes coverage of the fetal circulatory system. Laboratory includes demonstration of physiological principles, dissection of appropriate specimens and microscopic examination of tissues. Prerequisite: HC 100

HC 111 (0499) 3 Credits
MEDICAL TERMINOLOGY II
A continuation of Medical Terminology I with advanced terms and a more in-depth view of body systems. Chapters on cancer medicine, radiology and nuclear medicine, pharmacology and psychiatry are included. Logical and rational comprehension of terms is emphasized rather than rote memorization of isolated words. Prerequisite: HC 101

HC 114 (0531) 2 Credits
STANDARD FIRST AID
Prepares students, through knowledge and skill development, to meet the needs of most situations when emergency first aid care is needed and medical assistance is not excessively delayed. The course also increases the students' personal safety and accident prevention knowledge by acquainting them with many causes of accidents and action that can be taken to eliminate or minimize such causes.

HC 120 (0493) 3 Credits
ANATOMY AND PHYSIOLOGY II
A study of the nervous, special sensory, integumentary, skeleto-muscular, articular, and digestive systems with emphasis upon their normal physiology. Laboratory experience will offer the opportunity to further clarify learning through the use of microscope and dissection exercises and physiological experimentation. Prerequisite: HC 100

HC 121 (0495) 3 Credits
MEDICAL TRANSCRIPTION
An introductory course in transcribing medical reports from cassette transcribers. Spelling, punctuation, grammar, and proofreading are emphasized. Patient histories, physical examinations, progress notes, discharge summaries, x-ray reports, and letters are assigned to be transcribed by students. Prerequisites: HC 111 and SEC 101 or permission of the instructor.

HC 130 (0453) 2 Credits
BASIC PATHOLOGY
An introduction to disease with emphasis upon genetic defects, congenital abnormalities, trauma, infection and neoplasia; designed to improve the students' comprehension of mechanisms underlying the evolution of disease. Prerequisites: HC 110 and HC 120

HC 131 (0114) 1 Credit
FLUIDS AND ELECTROLYTES
A study of the basic life needs of the cell with introductory unit on pertinent concepts of biological chemistry. Emphasis is placed upon maintenance of homeostasis through fluid, electrolyte and acid/base balance. Introductory pathophysiology is integrated into the course content. Prerequisites: HC 110 and HC 120

HC 140 (0109) 3 Credits
TECHNICAL ASPECTS OF ANATOMY AND PHYSIOLOGY
Reviews the anatomy and physiology of each body system. Fluids and electrolytes are covered emphasizing application to clinical situations. The basics of pathology are integrated throughout the course in preparation for pathophysiology. Prerequisite: LPN or with permission.

HC 144 (0522) 3 Credits
ADVANCED FIRST AID
Develops the functional first aid capabilities required of policemen, firemen, emergency squad members, ambulance attendants and others who, as a part of their daily routines, may be required to provide the initial emergency care necessary to sustain life and to maintain life support until the victims of accident or sudden illness are cared for by qualified medical personnel.

HC 145 **5-6 Credits**
PHARMACOLOGY
A comprehensive pharmacology course for second-year or graduate nursing and allied health students. LPNs may enroll for six credits and obtain laboratory experience in order to meet NAPNES certification requirements.

HC 149 (0451) **2 Credits**
STRESS AND STRESS MANAGEMENT
This course is designed so that students can come to understand stress and its far-reaching implications and relationship to illness. The course will offer alternative ways to deal with stress.

HC 200 (0454) **3 Credits**
PATHOPHYSIOLOGY
A study of the mechanisms of disease; integrated, systemic and pathological patterns are analyzed. Emphasis is placed on fluids, electrolytes, acid/base balance and the cardiovascular and respiratory systems. Prerequisites: HC 131 and HC 130

HC 202 (0445) **3 Credits**
COMMUNITY HEALTH
A study of the organizational aspects of community health which deals with health professionals, public health agencies, and other aspects of health delivery. The course includes physical aspects of community health including communicable disease, chronic disease, and safety; psychological aspects including drug, alcohol and mental health problems; environmental aspects including air, water, and food inspection; special aspects of community health including care of infants, mothers, and senior citizens.

HC 203 (0406) **1 Credit**
CARDIOPULMONARY RESUSCITATION INSTRUCTOR
Instructor course in cardiopulmonary resuscitation leading to instructor certification through American Heart Association or American Red Cross. Course includes basic instructional techniques, background information on heart attacks and rationale for application of CPR. Instructors certify through mannequin performance, student teaching, and satisfactory scores on a National Standards Test.

HC 204 **1 Credit**
STANDARD FIRST AID MULTI-MEDIA INSTRUCTOR
This course prepares the student to instruct the American Red Cross Standard First Aid Multi-Media course. Introduction to the American Red Cross and Instructional processes are included. Students must have a current American Red Cross Multi-Media certificate.

HC 220 (0465) **3 Credits**
PERSONNEL SUPERVISION
Presents the allied health student with an overview of the functions and techniques of personnel management. The focus of topics includes external and internal organizational factors influencing personnel activities, employee selection, employee assimilation, employee compensation, and environmental factors.

HC 246 (0469) **3 Credits**
HEALTH TRENDS AND ISSUES
A study of prevalent trends and issues in the health field and their effects on health disciplines.

HC 247 (0460) **4 Credits**
MICROBIOLOGY
An introductory course in Microbiology emphasizing understanding of how microorganisms live in the world around us and man's relationship to them. The organization of the course will systematically cover bacteriology, immunology, mycology, viruses, and parasites. These will be related to medical and environmental factors. The laboratory experience enhances the lecture material on major concepts.

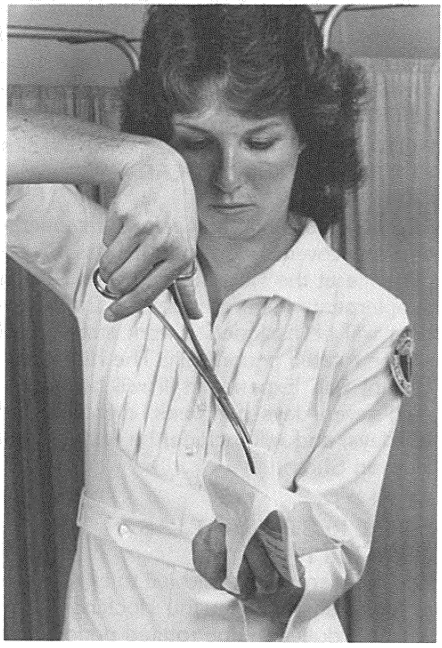
HC 248 (0044) **2 Credits**
HOSPITAL SAFETY
A study of safety practices and procedures relating to employees in hospitals and nursing homes.

HC 249 (0487) **3 Credits**
ACTIVITIES THERAPY
This 36-hour program is designed to train personnel in the planning and conducting of activities for nursing home residents. The program will stress the importance of putting each resident's situation upper-

most in their activity planning by documenting their interests and their physical, social, and mental needs. A treatment oriented approach will be used.

HC 290 (0585) 1-5 Credits
SPECIAL TOPICS (HEALTH CORE)
The exploration of a specific topic (or topics) that are pertinent to students in the Health Core. The topic or topics are studied by the participants in a group with a structured format.

HC 291 (0504) 1-5 Credits
INDIVIDUAL STUDY (HEALTH CORE)
Individual study or research relating to the Health Core. Topics are arranged with permission of an instructor in one of the health technologies on an individual basis.



HCR 100 (0335) 2 Credits
FUNDAMENTALS OF HOSPITAL PATIENT CARE
A study of the basic principles and techniques necessary to care for the semiambulatory, diagnostic or mildly ill patient. Emphasis is on basic health care needs of any hospitalized patient.

HCR 290 (0586) 1-5 Credits
SPECIAL TOPICS (HEALTH CARE REVIEW)
The exploration of a specific topic (or topics) that are pertinent to students in Health Care Review. The topic or topics are studied by the participants in a group with a structured format.

HCR 291 (0353) 1-5 Credits
INDIVIDUAL STUDY (HEALTH CARE REVIEW)
Individual study or research relating to Health Care Review. Topics are arranged with permission of an instructor in the [Medical Record] technology on an individual basis.

HOTR 120 (1625) 2 Credits
INTRODUCTION TO HOSPITALITY INDUSTRY
A study of the basic workings of a hotel, motel, and restaurant, with survey of other hospitality facilities. Study includes organizational components and management processes and functions.

HOTR 130 (2684) 2 Credits
DINING ROOM SERVICE
Designed to introduce the principles of quality service in the restaurant business, ensuring high employee morale and low employee turnover, as well as a general atmosphere of hospitality and graciousness enjoyed by guests, employees and management. This course also teaches the student how to properly serve food in a restaurant, stressing customer importance and formal server training.

HOTR 135 (0569) 3 Credits
QUANTITY FOOD MANAGEMENT
An overview of institutional food service. Management organization, menu planning, material control, personnel methods, equipment, and facilities are discussed in institutional settings. Employment potential in colleges, state institutions, hospitals, and large industrial catering corporations are considered.

HOTR 140 (2294) 2 Credits
ACCOUNTING FOR HOSPITALITY SERVICES
Course is designed to apply practical accounting techniques to the hospitality service industry. Emphasis lies in the needs of management and the application of accounting concepts and techniques to managerial decision making. Front office procedures, food and beverage control, and useful hotel-restaurant statistics will be surveyed.

HOTR 160 2 Credits
PURCHASING FOR FOOD AND LODGING ESTABLISHMENTS
A comprehensive study of purchasing as it relates to food: ordering, receiving, storing, issuing, and inventories. Consideration will be given also to the purchasing of cleaning supplies, textiles, smallwares, major equipment, paper products, amenities, and office materials for both the hotel and restaurant industries.

HOTR 208 2 Credits
BANQUET ORGANIZATION AND SALES
Course will develop an effective organization procedure for banquet service: looking at types and styles of service, alternative set-up arrangements for differing functions, training for employees, and scheduling for excellent service at a profit. The course includes techniques for marketing the banquet menu and facilities.

HOTR 209 2 Credits
FAST FOOD OPERATIONS
Course is designed to present the student an introduction to the fast food industry. We will deal with the methods, philosophy, and management practices in the fastest growing restaurant field.

HOTR 210 5 Credits
FAST FOOD LAB EXPERIENCE I
Student has the option to enroll in this lab or Hotel Restaurant Lab Experience V. All phases of fast food operations are covered through "hands-on" experience in a fast food operation. The student will be assigned a work station and will be evaluated by the immediate supervisor, owner/manager and instructor.

HOTR 211 5 Credits
HOTEL RESTAURANT LAB QUARTER I
All phases of hotel and restaurant operation are covered through "hands-on" experience at the Hocking Valley Inn, which supplements lecture materials. Each student will be assigned a work station and will be rotated periodically. The Hotel Restaurant Lab Experience I will be scheduled seven days per week, evenings and holidays, and will include the annual Paul Bunyan Show.

HOTR 212 5 Credits
HOTEL RESTAURANT LAB QUARTER II
All phases of hotel and restaurant operation are covered through "hands-on" experience at the Hocking Valley Inn, which supplements lecture materials. Each student will be assigned a work station and will be rotated periodically. The Hotel Restaurant Lab Experience II will be scheduled seven days per week, evenings and holidays, and will include the annual Paul Bunyan Show.

HOTR 213 5 Credits
HOTEL RESTAURANT LAB QUARTER III
All phases of hotel and restaurant operation are covered through "hands-on" experience at the Hocking Valley Inn, which supplements lecture materials. Each student will be assigned a work station and will be rotated periodically. The Hotel Restaurant Lab Experience III will be scheduled seven days per week, evenings and holidays, and will include the annual Paul Bunyan Show.

HOTR 214 5 Credits
HOTEL RESTAURANT LAB QUARTER IV
Each student will be allowed to experience a supervisory role at the Hocking Valley Inn. The duties will be rotated periodically so they may gain supervisory experience in all phases of hotel and restaurant operations. This lab will be scheduled seven days per week, evenings and holidays, and will include the annual Paul Bunyan Show.

HOTR 215 5 Credits
HOTEL RESTAURANT LAB QUARTER V
Those students capable of supervising will

be expected to assume the supervisory role of first-year Hotel-Restaurant students at the Hocking Valley Inn or at selected off-campus facilities. Each student will be rotated periodically so that they may gain supervisory experience in all phases of hotel and restaurant operation. Those students who do not meet the supervisor qualifications will be assigned a work station and will be rotated periodically. This lab will be scheduled seven days per week, evenings and holidays, and will include the annual Paul Bunyan Show.

HOTR 216 5 Credits
HOTEL RESTAURANT LAB QUARTER VI
Those students capable of supervising will be expected to assume the supervisory role of first-year Hotel-Restaurant students at the Hocking Valley Inn or at selected off-campus facilities. Each student will be rotated periodically so that they may gain supervisory experience in all phases of hotel and restaurant operation. Those students that do not meet the supervisor qualifications will be assigned a work station and will be rotated periodically. This lab will be scheduled seven days per week, evenings and holidays, and will include the annual Paul Bunyan Show.

HOTR 241 (1628) 3 Credits
FRONT OFFICE PROCEDURES
Introductory procedure which relates specifically to front office operations. Front desk procedures such as registration and cashier activities are studied in depth.

HOTR 242 (1627) 2 Credits
SUPERVISORY HOUSEKEEPING
Designed to acquaint the student with the quality of a hotel's most important product —the guest room. Students also become acquainted with administration related to satisfying guest needs.

HOTR 243 (2644) 2 Credits
LAW AND SECURITY FOR RESTAURANT AND LODGING ESTABLISHMENTS
The course is designed to acquaint the students with those areas of the law that will have a significant impact on day-to-day operations in the hospitality industry. Awareness of potential legal problems will enable resolution before they could result in liability.

HOTR 244 2 Credits
AUDITS AND CONTROLS FOR LODGING ESTABLISHMENTS
This course is designed to study the principles of managerial and basic marketing management concepts. The course covers the management of personnel and routine managerial duties.

HOTR 252 (1682) 2 Credits
HOSPITALITY PERSONNEL MANAGEMENT
Designed to offer practical information to the student about how to help restaurant employees function more efficiently through improved personnel training, service and production. The models for various management tools provided are aimed at increasing operations, volume and net profits. Students also have an opportunity to supervise other students and employees of the Hocking Valley Inn.

HOTR 253 (2642) 2 Credits
INTERIOR DECORATION FOR LODGING ESTABLISHMENTS
Introduces the student to the successful handling of the designs of restaurant interiors. This course covers choosing a professional designer or not, approaching a remodeling job, selecting a restaurant theme, correcting structural defects, and using color effectively.

HOTR 260 2 Credits
FOOD AND LODGING MERCHANDISING
Introduction of basic principles for seeking sources of business that appeal to a selected market through preparation of advertising media. The course focuses on organizing the sales and service effect and the development of sales strategies.

HOTR 263 (2686) 2 Credits
ENGINEERING AND MAINTENANCE FOR RESTAURANTS AND LODGING ESTABLISHMENTS
Covers the analysis of maintenance and engineering data and the influence of governmental agencies. The importance of a management team effort is stressed, including the importance of energy management and reporting the energy savings

results. Heating, refrigeration, ventilation, air-conditioning, electricity, and water systems management are discussed.

HOTR 290 (1277) 1-5 Credits
SPECIAL TOPICS (HOTEL/RESTAURANT)
The exploration of a specific topic (or topics) that are pertinent to students in the Hotel and Restaurant Management Technology. The topic or topics are studied by the participants in a group with a structured format.

HOTR 291 (2204) 1-5 Credits
INDIVIDUAL STUDY (HOTEL/RESTAURANT)
Individual study or research relating to the Hotel and Restaurant Management Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

HOTR 292 (1542) 1-4 Credits
FIELD EXPERIENCE (HOTEL/RESTAURANT)
On-the-job training in a hotel/restaurant facility through special arrangements with a Hotel and Restaurant Management Technology instructor.

HP 100 (1153) 3 Credits
HEAT TREATING I
A study of basic principles of metallurgy as applied to heat treating of steel. The student investigates equilibrium diagrams, plastic deformation, recrystallization and grain growth, mechanics on heat treating, solid state phase changes and the chemistry and physical properties of alloy steels. In the lab students learn to section, mount, etch, and photograph metal samples, run hardness tests and perform various heat treatments. LAB FEE

HP 101 (1159) 4 Credits
COMBUSTION AND BURNER OPERATION
The study of combustion of fuels and burner design and operation. Class and lab times are devoted to the study of the chemistry of gaseous and liquid fuel combustion and combustion analysis, firing of gas and oil burners, metering fuel and air supplies to burners, investigating burner combustion problems and analyzing fuel products.

HP 102 (1155) 3 Credits
VACUUM FURNACE
The study of the design, function, and construction of vacuum furnace systems. Prerequisite: HP 201

HP 200 (1111) 4 Credits
INDUSTRIAL FURNACE DESIGN
A study of heating and furnace systems. The course provides the opportunity to show the student the many factors influencing the design of a complete furnace system such as the heating course, load characteristics, economy, safety, construction and operator convenience. Much laboratory time is spent in the design lab where the student applies his knowledge to a furnace design problem. Prerequisite: DD 102

HP 201 (1135) 3 Credits
HEAT TRANSFER
An introduction to topics of heat transfer as found in industry. The course covers a study of the three modes of transfer: conduction, convection, and radiation as applied to practical industrial heating problems. Prerequisite: EGR 103

HP 202 (1156) 3 Credits
FURNACE ELECTRICS
A study of industrial furnace wiring and electrical heating. Students take part in projects to study such topics as electric blueprint reading, industrial electric symbols and drawing standards and to investigate furnace control circuits, motor control circuits and schematic diagrams for power control. Prerequisite: EGR 106

HP 203 (1147) 2 Credits
FURNACE ATMOSPHERE PREPARATION
A study of the chemistry of furnace atmosphere preparation plus the design, construction, and operation of equipment needed to produce the designed atmosphere. LAB FEE



HP 204 (1137) 4 Credits
FUEL BURNING SYSTEMS
A study of design and operating principles of combustion hardware as found on heat producing systems such as kilns, furnaces and ovens. The course also includes a study of combustion "fluid flow" principles. Prerequisite: HP 206

HP 205 (1154) 3 Credits
HEAT TREATING II
A study of the principles of metallurgy as applied to heat treating of nonferrous metals and stainless steels. Students investigate the heat treating procedures and equipment needed for aluminum, copper, brass, bronze, stainless steel, titanium, brazing operations, and powder metal sintering operations. LAB FEE. Prerequisite: HP 100

HP 206 (1134) 4 Credits
FUEL PROPERTIES
A study of the composition and properties of fossil fuels commonly encountered in combustion, with emphasis on solid, gaseous, and liquid fuels. Lecture and lab are devoted to study and testing of fuel properties and combustion analysis as they relate to furnace control plus proper and efficient use of fuel. Prerequisite: HP 101

HP 207 (1138) 3 Credits
HEAT PROCESSING CALCULATIONS
A study of the types of calculations encountered in the heat processing industry such as performing an energy balance on industrial systems, calculating fuel savings and reducing heat losses. Prerequisite: HP 201

HP 208 (1158) 3 Credits
METAL QUALITY CONTROL
Basic course in development of quality control concepts and terminology as applied to heat treating industry. Course includes metallurgical nondestructive testing fundamentals. Students study sampling, probability, normal distribution, process capability analysis, precontrol and control charts. The lab work centers around metal testing procedures, use of testing equipment, and investigation of heat treating failures. Prerequisite: HP 205

HP 209 (1157) 3 Credits
FURNACE MAINTENANCE
Study of maintenance procedures of industrial furnace systems. Students study individual systems such as ovens, furnaces, atmosphere generators, vacuum furnaces, and salt bath equipment. LAB FEE. Prerequisite: HP 200

HP 210 (1112) 2 Credits
SEMINAR IN COMBUSTION PROBLEMS
Discussion of various topics not covered in previous heat processing courses. Such topics could include vacuum furnace technology, atmosphere gas generation and application, and furnace electrical systems.

HP 290 (1195) 1-5 Credits
SPECIAL TOPICS (HEAT PROCESSING)
The exploration of a specific topic (or topics) that are pertinent to students in the Heat Processing Technology. The topic or topics are studied by the participants in a group with a structured format.

HP 291 (1180) 1-5 Credits
INDIVIDUAL STUDY (HEAT PROCESSING)
Individual study or research relating to the Heat Processing Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

HRCA 100 (1649) 1 Credit
CUSTOMER SERVICE ORIENTATION
This course deals with the human personality and the importance of being courteous and hospitable. Telephone etiquette will be discussed as well as guest relations at the front desk in the various types of hotels and motels. The importance of a dining room atmosphere and food service etiquette will be stressed, as well as practical applications used in handling complaints.

HRCA 101 (1638) 2 Credits
MIXOLOGY AND BAR MANAGEMENT
Course designed to acquaint students in the basic understanding of how to mix drinks. Knowledge of basic drinks and other spirits will be surveyed. Bar management principles will be studied with emphasis on cost control and purchasing.

HRCA 102 (1617) 2 Credits
WINES, SPIRITS, AND BEERS
Students will study the preparation and service of mixed drinks, beers, wines and spirits as related to the Ohio laws and regulations of alcohol control. Purchasing, receiving, storing, issuing, bar set-up, portion and quality control are covered.

HRCA 110 (1626) 2 Credits
SAFETY AND SANITATION
Introductory principles and procedures which relate to safety and sanitation as applied to hotel and restaurant management. Emphasis will be placed on the "how to's" of maintaining a safe and sanitary operation.

HRCA 111 (1639) 3 Credits
BASIC FOOD PREPARATION
An intensive study of the fundamentals of basic food preparation techniques utilized in commercial kitchens. Topics include pre-preparation methods, garnishes, pantry organization and breakfast cookery.

HRCA 112 (1624) 3 Credits
INTERMEDIATE FOOD PREPARATION
An advanced course in the preparation of various foods utilized in commercial kitchens. Students will prepare stocks, soups, sauces, vegetables and farinaceous products.

HRCA 113 (1611) 3 Credits
PROFESSIONAL FOOD PREPARATION
Student will prepare various entrees served in commercial food service establishments. Special attention is given to garnishing, plate appearance, and time management.

HRCA 115 (1642) 3 Credits
INTRODUCTION TO BAKING
The role of the Pastry Chef will be reviewed. Students will study bakery products, tools and equipment, weights and measures, recipes, proper methods of combining ingredients and bake shop management. Students will prepare yeast dough products, pies, cakes and icings.

HRCA 116 (1643) 2 Credits
HOSPITALITY MENU PLANNING
An intensive study in planning, utilization, pricing and integrating a menu into a commercial food service establishment. The menu concept as it relates to the entire operation is critically analyzed. Student will produce workable menus.

HRCA 117 (1612) 2 Credits
HOSPITALITY SUPERVISION
An advanced course involving techniques for supervising and training food service employees. Emphasis is on leadership, motivation and attitude.

HRCA 222 (1622) 2 Credits
EXECUTIVE FOOD PURCHASING
A comprehensive study of the purchasing, storing, issuing, inventorying of food with food cost controls and reporting procedures. Labor cost and other controls are reviewed to minimize cost of operations.

HRCA 223 (1637) 2 Credits
FOOD COST CONTROL
Basic study of how to minimize cost factors in the restaurant and bar business. Study of purchasing, receiving techniques.

HRCA 224 (2645) 2 Credits
BEVERAGE MANAGEMENT AND COST CONTROL
An introduction to bar and beverage management. The student is introduced to planning a facility and equipping, staffing, operating, and marketing it. The student learns how beverages are made, purchased, controlled, and mixed into different kinds of drinks. The focus is on the profitable enterprise as a going concern.

LANG 120 (0020) 3 Credits
BEGINNING SPANISH
The course is designed for Travel and Tourism students with little or no background in Spanish. Students will learn basic language patterns in order to give and receive information in contextualized scenarios. The lessons will be organized along notional/functional lines to reflect the needs of Travel and Tourism professionals.

LANG 121 **3 Credits**
INTERMEDIATE SPANISH
This course reinforces and extends skills gained in Beginning Spanish with additional work in vocabulary, intonation and the convention of the Spanish language. Although primary emphasis is on oral/aural skills, the instructor will introduce rudimentary writing and reading materials tailored to the needs of Travel and Tourism majors.

MA 100 (0481) **4 Credits**
BASIC CLINICAL ASSISTING PROCEDURES
An introductory level course presenting the theory and techniques required by the medical assistant to perform fundamental clinical assisting procedures in the family practice medical office. Emphasis is placed on procedures employed in the general patient examination including medical asepsis, vital signs, positioning and draping, measuring height and weight, obtaining patient symptoms, charting in the medical record, completing the health history, patient preparation for and assisting with the physical examination, distance and near visual acuity testing, color vision testing, eye and ear instillations and irrigations and obtaining throat, sputum, wound and stool specimens for laboratory analysis. Clinical procedures included in this course are practiced and evaluated in a laboratory setting.

MA 102 (0473) **2 Credits**
MEDICAL OFFICE PROCEDURES I
Introduces the student to some of the administrative or office duties of a medical assistant in a physician's office. Included are answering, screening, and placing telephone calls; using telephone directories, the six-button key set (telephone), answering services, and the telephone log; scheduling patient appointments and hospital admissions; using appointment reference sheets; handling incoming mail and sending mail and form letters; addressing envelopes; greeting patients and other visitors to the office; handling patient information brochures; purchasing equipment and supplies, paying invoices, inventory control, storing supplies and drugs, and equipment maintenance; establishing priorities for work and office procedures manual.

MA 110 (0482) **3 Credits**
FAMILY PRACTICE CLINICAL ASSISTING PROCEDURES
A presentation of the theory and techniques required by the medical assistant to perform intermediate level clinical procedures in the family practice medical office. Emphasis is placed upon procedures employed in tissue healing and surgical asepsis including the application of heat and cold, bandaging, assisting with cast application and removal, crutch walking, introduction to sterile technique, sterile dressing change, and minor office surgery. Clinical procedures included in this course are practiced and evaluated in a laboratory setting.

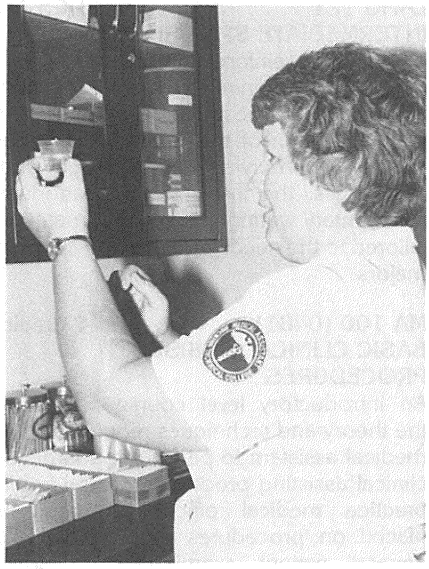
MA 112 (0416) **3 Credits**
MEDICAL LAW, CONFIDENTIALITY, AND ETHICS
A presentation of the principles of medical ethics and law in the medical office setting. Through the use of project sheets and reference material, the student will analyze medical office situations to determine the ethical and legal status of each. Course content includes a history of medicine; the physician-patient relationship; the medical assistant's ethical and legal responsibilities; patient confidentiality; implied, verbal, and written consent; professional liability; malpractice; and maintaining professionalism in the medical office.

MA 113 (0360) **3 Credits**
NUTRITION FOR MEDICAL ASSISTANTS
An introduction to the science of nutrition. This course is designed to prepare medical assistants in the application of nutritional concepts to patient care. Emphasis is placed on the function, food sources, and dietary deficiencies of the following nutrients: carbohydrates, fats, protein, vitamins, minerals, and water. Course content also includes the process of digestion; menu planning for childhood and adolescence, the elderly, and the pregnant patient; food poisoning, food preservation

and additives; dental care; and modified diet therapy for diabetes mellitus and cardiovascular and gastrointestinal disorders. The student becomes an active participant in this course by applying nutritional guidelines to personal dietary intake.

MA 120 (0483) 4 Credits
OBSTETRIC, GYNECOLOGIC, PEDIATRIC CLINICAL ASSISTING PROCEDURES
A presentation of the theory and techniques required by the medical assistant to perform gynecologic, obstetric, and pediatric procedures in the medical office. Emphasis is placed upon gynecologic, obstetric, and pediatric examining room techniques including the menstrual cycle, the gynecologic examination*, instructing the patient in methods of birth control*, signs and symptoms of pregnancy, physiological changes occurring during pregnancy, the prenatal examination*, problems of pregnancy, growth and development of the embryo and fetus, labor and delivery, care of the newborn, and the pediatric examination*. Related clinical procedures (indicated by an asterisk) are practiced and evaluated in a laboratory setting. Prerequisites: MA 100, MA 110 or permission of the instructor.

MA 122 (0472) 2 Credits
MEDICAL OFFICE PROECDURES II
Continues the presentation and practice of the administrative duties and behavior of a medical assistant in a physician's office. Included are filing systems, procedures, equipment, and supplies; retention schedules, patient records (acquaintance forms, histories and physicals, laboratory and x-ray reports); initiating and updating records; types of health insurance coverage; insurance terminology; handling insurance claims; coding for professional services; provisions of Blue Cross, Blue Shield, Medicare, Medicaid, CHAMPUS, and Workers' Compensation; and typing insurance forms. Prerequisites: MA 104 and SEC 101 or permission of the instructor.



MA 200 (0470) 4 Credits
ADVANCED CLINICAL ASSISTING PROCEDURES
Theory and techniques required by the medical assistant to perform advanced clinical procedures in the family practice medical office. Emphasis is placed on procedures employed in administering patient therapy and diagnostic testing including administration of medications, performing venipuncture (vacuum tube method), running an electrocardiogram, administering ultrasound treatments, assisting with sigmoidoscopy, and patient preparation and positioning for x-rays. Clinical procedures included in this course are practiced and evaluated in a laboratory setting. Prerequisites: MA 100, MA 110, MA 200, NT 104

MA 201 (0550) 2 Credits
EXTERNSHIP (MEDICAL ASSISTANT)
A directed practicum in a medical office, clinic, or comprehensive health care facility to provide medical assisting students with direct patient contact; the opportunity to apply clinical and administrative theory to practical situations; to give students the opportunity to perform clinical and administrative procedures in a medical office; to help the student gain insight into his/her role in the health care team; and to pre-



pare a qualified and competent medical assisting graduate. The student spends two days each week in a general practice or specialty practice office performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included in this course to provide students with the opportunity to discuss the externship experience. Prerequisites: MA 102, MA 100, MA 110, MA 112, MA 120, MA 122, SEC 100, SEC 101, HC 101, and HC 111

MA 202 (0438) 3 Credits
PHARMACOLOGY FOR MEDICAL ASSISTANTS
A presentation of the principles of pharmacology relating to the medical office. Emphasis is placed on the correlation of drug therapy with pathologic conditions, patient education regarding medications and obtaining competency in researching drugs in a drug reference. Course content presents the use, action, side effects, implications, contraindications and route of administration of drugs commonly administered, dispensed, and prescribed in the medical office including antihistamines, immunizing agents, antibiotics, cardiovascular drugs, digestive drugs, and drugs affecting the urinary, nervous and respiratory systems. The student gains experience researching drugs through the completion of pharmacology worksheets utilizing medications administered, dispensed, or prescribed in the externship facility. Prerequisite or concurrently: MA 200

MA 203 2 Credits
MEDICAL ASSISTANT EXTERNSHIP I
A directed practicum in a medical office, clinic, or comprehensive health care facility to provide medical assisting students with direct patient contact; the opportunity to apply clinical and administrative theory to practical situations; to give students the opportunity to perform clinical and administrative procedures in a medical office; to help the student gain insight into his/her role in the health care team; and to prepare a qualified and competent medical assisting graduate. The student spends two days each week in a general practice or specialty practice office performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included in this course to provide students with the opportunity to discuss the externship experience. Prerequisites: MA 102, MA 100, MA 110, MA 112, MA 120, MA 122, MA 201, SEC 100, SEC 101, HC 101, and HC 111.

MA 204 2 Credits
MEDICAL ASSISTANT EXTERNSHIP II
A directed practicum in a medical office, clinic, or comprehensive health care facility to provide medical assisting students with direct patient contact; the opportunity to apply clinical and administrative theory to practical situations; to give students the opportunity to perform clinical and administrative procedures in a medical office; to help the student gain insight into his/her role in the health care team; and to prepare a qualified and competent medical assisting graduate. The student spends two days each week in a general practice or specialty practice office performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included in this course to provide students with the opportunity to discuss the externship experience. Prerequisites: MA 102, MA 100, MA 110, MA 112, MA 120, MA 122, MA 203, SEC 100, SEC 101, HC 101, and HC 111

MA 205 2 Credits
MEDICAL ASSISTANT EXTERNSHIP III
A directed practicum in a medical office, clinic, or comprehensive health care facility to provide medical assisting students with direct patient contact; the opportunity to apply clinical and administrative theory to practical situations; to give students the opportunity to perform clinical and administrative procedures in a medical office; to help the student gain insight into his/her role in the health care team; and to prepare a qualified and competent medical assisting graduate. The student spends two days each week in a general practice or specialty practice office performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included in this course to provide students with the opportunity to

discuss the externship experience. Prerequisites: MA 102, MA 100, MA 110, MA 112, MA 120, MA 122, MA 204, SEC 100, SEC 101, HC 101, and HC 111

MA 220 (0475) 4 Credits
MEDICAL LABORATORY PROCEDURES
A presentation of the theory and techniques required by the medical assistant to perform laboratory tests in the family practice medical office. Emphasis is placed upon patient preparation for laboratory tests, the completion of laboratory forms, collection of specimens for testing in the medical office and for transport to an outside laboratory, performing laboratory tests and reporting results, identifying abnormal results, quality control and laboratory safety. Specific course content includes venipuncture (syringe method), obtaining a capillary blood specimen, blood banking, hematologic blood tests (hematocrit, differential with blood count, white blood count, hemoglobin), blood chemistry tests, microbiologic tests (gram-staining, culture and sensitivity) and complete urinalysis. Clinical procedures included in this course are practiced and evaluated in a laboratory setting. Prerequisites: MA 200 or permission of the instructor

MA 222 (0551) 3 Credits
FINANCIAL RECORDS AND REPORTS
Covers the handling of financial and business records in a physician's office. Included are methods of billing; extending credit; installment payments; collection methods and problems; laws pertaining to credit and collection; banking terminology and services; checking accounts; accounting systems; daily service record; combined cash journal; patients' and general ledgers; disbursement record; petty cash records; financial statements; payroll taxes and deductions; tax returns; employee's earning record; and payroll register. Prerequisites: SEC 101 and ACC 100 or permission of the instructor

MA 223 (0477) 3 Credits
COMPUTER APPLICATIONS IN MEDICAL ASSISTING
Presents the application of the microcomputer in medical office management procedures using commercial programs. Emphasis is placed on following the computer documentation manual to utilize the computer program and obtaining hands-on experience with the microcomputer. Course content includes the use of the microcomputer in word processing, billing appointments, and insurance forms. A laboratory session is included in this course to provide the student with the practice required to master the program systems. Prerequisites: MA 102, MA 122; prerequisite or concurrently MA 222

MA 239 (0474) 2 Credits
PRINCIPLES AND TECHNIQUES OF ELECTROCARDIOGRAPHY
The course is designed to present the theory and techniques of electrocardiography. Through class lecture, group discussion, and independent study, the principles involved in patient preparation and the running, care and maintenance of the EKG will be presented.

MA 290 (0582) 1-5 Credits
SPECIAL TOPICS (MEDICAL ASSISTANT)
The exploration of specific topic (or topics) that are pertinent to students in the Medical Assistant Technology. The topic or topics are studied by the participants in a group with a structured format.

MA 291 (0502) 1-5 Credits
INDIVIDUAL STUDY (MEDICAL ASSISTANT)
Individual study or research relating to the Medical Assistant Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

MATH 060 (0028) 3 Credits
FUNDAMENTALS OF MATHEMATICS
PACE course designed to develop the student's basic mathematical skills. Included in this development are addition, subtraction, multiplication and division of whole numbers, fractions and decimals. Intro-



duction and manipulation of percentages are also included. The use of word problems is also stressed. Does not apply toward graduation requirements.

MATH 170 (1027) 3 Credits
BASIC TECHNICAL MATH
Designed for the Culinary Arts, Hotel/Restaurant, and Medical Record Technologies. The first part is a review of basic math. While this is a "review," accuracy and speed are stressed. The second part of the course is a programmed text relating directly to the mathematics encountered in either food preparation or in keeping medical/hospital records.

MATH 171 (1026) 3 Credits
BUSINESS MATH
Teaches the most widely used applications of mathematics to business problems. Students master skills in payroll and payroll deductions, buying and selling of goods, simple and compound interest, discounts, business and consumer loans, taxes and insurance, and depreciation.

MATH 172 (1015) 3 Credits
INTRODUCTION TO TECHNICAL MATH
First course in the engineering and natural resources math sequence. The course covers such topics as arithmetic review, basic geometry, conversions, and certain basic alegebraic concepts.

MATH 173 (1016) 4 Credits
INTERMEDIATE TECHNICAL MATH
Second course in the natural resources and engineering math sequence. This course covers geometry applications, interpolation, non-right angle trigonometry, basic statistics, and statistical graphing.

MATH 175 (1017) 4 Credits
ALGEBRA I
Covers such topics as basic algebra laws, solving linear equations, graphing linear equations, solving vector problems. Calculators are used.

MATH 176 (1019) 6 Credits
ALGEBRA FOR ELECTRONICS
Reviews the algebraic techniques used in the first and second quarters of the Technical Math sequence. Students solve first degree equations for the unknown, the general properties of the line, and the different methods of graphing linear equations. Addition, subtraction, multiplication, and division of polynomials and the various methods of factoring polynomials are studied. Factoring of quadratic polynomials is emphasized.

MATH 177 (1018) 3 Credits
ALGEBRA II
Intermediate course taken as the fourth quarter of the engineering math sequence. The course covers the solutions to systems of equations, both linear and quadratic; the factoring and solving of equations, especially fractional equations; the combining of trigonometric vectors; and inverse proportions.

MATH 178 (1021) 4 Credits
MATH 15 (AUTOMOTIVE SERVICE MANAGEMENT)
First mathematics course for students in the Automotive Service Management Technology, designed to help the student develop a practical understanding of basic mathematics, measurement, ratio and proportion, powers and roots, and formulas. Emphasis is continually toward problems related to the automotive service management field.

MATH 179 (1020) 3 Credits
MATH 25 (AUTOMOTIVE SERVICE MANAGEMENT)
Second mathematics course for students in the Automotive Service Management Technology. This course includes a study of payroll deductions, simple and compound interest, buying and selling, amortizations and credit, and insurance. Business problems related to the automotive service management field are stressed.

MATH 180 (2042) 5 Credits
INTRODUCTION TO CALCULUS
Differential and integral calculus with emphasis on problems and applications rather than theory.

MICS 100 (1226) 3 Credits
MICROCOMPUTER SOFTWARE PACKAGES
An introduction to microcomputers and software. Hands-on operation of many software packages including Word Processing, Business Planning and Finance, Accounting, Education, etc.

MICS 100A 1 Credit
MICROCOMPUTER SOFTWARE PACKAGE (LOTUS 1,2,3)
Basic spreadsheet programming using software entitled Lotus 1,2,3. Other forecasting possibilities will be surveyed.

MICS 100B 1 Credit
MICROCOMPUTER SOFTWARE PACKAGE (dBase III)
Beginning course in data-base management using generic software entitled dBase III. Includes establishing files, records, etc; also integration with Lotus 1,2,3 and Wordstar.

MICS 100C 1 Credit
MICROCOMPUTER SOFTWARE PACKAGE (WORDSTAR, MAILMERGE, SPELLSTAR)
Basic wordprocessing capabilities with mail list functions and spelling enhancement.

MICS 110 (1233) 3 Credits
MICROCOMPUTER OPERATION AND PROGRAMMING
This course is a study and use of a microcomputer operating system. System commands and utility programs will be discussed and illustrated through practical applications.

MICS 111 (0224) 3 Credits
INTERMEDIATE MICROCOMPUTER OPERATION AND PROGRAMMING
An in-depth course in BASIC language programming with individual applications and variations for each student. Hi-resolution graphics are also covered.

MICS 120 (0223) 1 Credit
INTRODUCTION TO MICROCOMPUTERS
A self-paced introduction to microcomputers including their function and uses. Introductory programming in BASIC language is included.



MICS 130 (1227) 3 Credits
INTRODUCTION TO PASCAL
Introduction to PASCAL will familiarize the student with both the U.C.S.D. PASCAL Operating System and the PASCAL language.

MICS 131 3 Credits
INTERMEDIATE PASCAL
Intermediate PASCAL is a continuation of Introduction to PASCAL, using VCSD PASCAL on the Apple computer. Topics covered in Intermediate PASCAL will include print files, reading and writing text files, advanced graphics, and extended use of procedures and functions. Each student will also be required to define and implement a software project using PASCAL.

MICS 140 (2227) 4 Credits
ACCOUNTING ON MICROCOMPUTERS
This course will cover common accounting techniques used in business such as: payroll programs, accounts receivable, and general ledger. Fundamental programs will be written in BASIC, and accounting packages will be utilized. All work will be done on microcomputers.

MICS 150 3 Credits
BEGINNING MICROCOMPUTER FORTRAN
Using and programming in FORTRAN language on a microcomputer.

MICS 200 3 Credits
APPLE SOFTWARE PACKAGES
An introduction to microcomputers and software packages, this course will provide hands-on operation of several software packages including word processing, spread sheets and data base.

MILS 201 (0010) 2 Credits
INTRODUCTION TO TACTICS
Small unit tactics, emphasizing importance of organization of basic military teams and their employment. Scope limited to individual tactical training and patrolling. (Taught at Ohio University)

MILS 202 (0011) 2 Credits
SQUAD TACTICS
Continuation of Introduction to Tactics. Emphasis is on the composition and organization of an infantry rifle squad and the conduct of offensive and defensive operations. (Taught at Ohio University)

MILS 203 (0012) 2 Credits
PLATOON LEVEL TACTICS
Operational methods, leadership techniques, organization and weapon systems used in the tactical employment of platoon-sized combat units. Emphasis is on offensive aspects of military operations. (Taught at Ohio University)

MILS 205 (0086) 2 Credits
MAP READING AND ORIENTEERING
An introduction to fundamental military map reading and orienteering techniques with emphasis on development of land navigation skills through practical exercises in the classroom and in the field. (Taught at Ohio University)

MILS 206 (0087) 2 Credits
BASIC ARMY ROTC SUMMER CAMP
A six-week summer training camp that qualifies students for direct entry to the Advanced ROTC course. Camp covers military oriented subjects which prepare students for junior and senior level military science courses. Instruction is in basic military skills such as rifle marksmanship, small unit tactics, survival, orienteering, rappelling, first aid and physical conditioning. The camp is rigorous and demanding.

MILS 208 (0089) 2 Credits
INTRODUCTION TO MILITARY SCIENCE
Broad overview of military science curriculum, role of Army officer, commissioning, and career programs of military. Student will take Army physical fitness test and fire small-bore military rifle.

MILS 209 (0096) 2 Credits
WORLD CHANGE
The study of the United States and Soviet influences in the contemporary world. Discussion of forces, technology and leadership with students presenting papers on current interests affecting the military. (Taught at Ohio University)

MILS 210 (0097) 2 Credits
BATTLES AND CAMPAIGNS
A development of military science and application of tactics through the analysis and evaluation of selected U.S. military battles and campaigns from the American Revolutionary War through Vietnam. Battles will be examined with emphasis on application and influence of the Principles of War. (Taught at Ohio University)

MILS 211 (0094) 2 Credits
THE CONTEMPORARY ARMY OFFICER
The study of military professional ethics and its application. Selected leadership problems; case studies including the discussion of the Laws of War, and case studies relating to the Laws of War. (Taught at Ohio University)

MILS 212 (0095) 2 Credits
MILITARY JUSTICE
Orientation to the military justice system as outlined within the U.S. Uniform Code of Military Justice. Examines military law, discipline, behavior modification, and nonpunitive actions as management tools of the military leader. Also, aspects of the Laws of War are discussed. Various U.S. Supreme Court cases having significance to the U.S. military establishment are reviewed. (Taught at Ohio University)

MILS 213 (0083) 2 Credits
MILITARY SKILLS
Principles and techniques of leadership including basic qualities of the leader and special problems of military leadership. Psychological, physiological, and sociological factors affecting human behavior and proven techniques of military leadership are covered.

MILS 214 (0084) 2 Credits
LEADERSHIP AND MANAGEMENT
Interdisciplinary approach to the study of organizational leadership serving as a major step in the student's education in the leadership process. This course provides the basis for understanding relationships of individual differences and leadership process, group dynamics and their relationship to leadership process, and impact of leader's behavior on the leadership process.

MR 100 (0457) 3 Credits
MEDICAL RECORDS AND HEALTH AGENCY ORIENTATION
Introduces the Medical Record Technology student to the medical record field and to health care facilities and their organization. The course covers an introduction to topics regarding the medical record field; orientation to health care facilities; introduction to the medical record and medical staff; and accrediting, approving, licensing and certifying agencies.

MR 110 (0461) 3 Credits
MEDICAL RECORDS AND PROCEDURES
An introductory course on medical/health record management. This course describes the medical record—its development, analysis and use; numbering systems; filing systems; microfilming; indexes and registers; admitting procedures; records for long-term care and other health facilities; the problem-oriented medical record; and concurrent review. Prerequisite: MR 100

MR 112 3 Credits
MEDICAL RECORDS AND THE LAW
This course acquaints the student with the legal, ethical, and regulatory requirements affecting the control, use, retrieval, and release of health information. Topics covered include an introduction to the American legal system; hospital and professional staff liability; the medical record as a legal document; consents, privacy, and confidentiality of health information.

MR 120 (0342) 3 Credits
CODING AND ABSTRACTING
An introductory course in classifying diseases and operations. Topics include the differences between nomenclatures and classifications, basic ICD-9-CM, and abstracting/indexing. Prerequisites: MR 110, HC 100, HC 101, HC 110, and HC 111; concurrent courses include HC 120

MR 200 (0343) 3 Credits
HEALTH STATISTICS AND MEDICAL AUDITS
A study of appropriate health statistics and reports. Interpretation of computer reports is included. Topics of this portion of the course include introduction to health statistics, vital and other health statistics, hospital statistics, and presentation of data. The second portion of this course is a presentation of the medical audit system with practice in extraction of data using developed criteria, and in data display. The topics included in the audit section are the purpose and philosophy of quality assurance, PSRO, medical audit/medical care evaluation, utilization review, and confidentiality of quality assurance data and information. Prerequisites: MR 110, MATH 170

MR 201 (0322) 2 Credits
MEDICAL RECORD DIRECTED PRACTICE I
Includes practical experience in admitting, hospital and medical record department functions, release of information, coding and abstracting, analysis of concurrent and discharge charts, and medical transcription. Prerequisites: Completion of all first-year technical courses

MR 202 (1224) 3 Credits
COMPUTER APPLICATIONS IN MEDICAL RECORDS
Introduces the student to the history and basic concepts of automatic data processing including computer systems, data collection, storage, retrieval, and the general application of these concepts in a health care facility. Prerequisites: MR 202, SEC 135



MR 205 1 Credit
PHARMACOLOGY FOR MEDICAL RECORDS
Principles and concepts in the classification, use, implications, and some contraindications of common drugs. The student will learn how to effectively use drug references. This course emphasizes the correlation of drug therapy and pathology for drug therapy.

MR 210 (0326) 3 Credits
TRENDS IN HEALTH CARE DELIVERY
Provides the student with opportunities for investigation and discussion of special topics and current events related to the roles and responsibilities of the medical record technician. Topics include trends in health care delivery, federal health programs, professional development, and current health legislation. Prerequisite: MR 201

MR 211 (0323) 2 Credits
MEDICAL RECORD DIRECTED PRACTICE II
Includes practical experience in Medical Record Practice I and in quality assurance and utilization review and statistics. Prerequisite: MR 201

MR 220 (0327) 3 Credits
PLANNING FOR HEALTH INFORMATION SERVICES
Designed to discuss techniques used in planning for a medical record department. Students also learn techniques utilized in conducting in-service education. The student is acquainted with basic information and skills necessary to maintain and supervise the medical library in a hospital.

MR 221 (0324) 2 Credits
MEDICAL RECORD DIRECTED PRACTICE III
Includes practical experience in Medical Record Directed Practice I and II, plus management, long-term care, and tumor registry. Prerequisites: MR 201, MR 211

MR 230 (0496) 3 Credits
MEDICAL TRANSCRIPTION SIMULATION
Additional medical transcription experience in the laboratory setting to enable students to increase accuracy and speed.

MR 290 (0581) 1-5 Credits
SPECIAL TOPICS (MEDICAL RECORD)
The exploration of specific topic (or topics) that are pertinent to students in the Medical Record Technology. The topic or topics are studied by the participants in a group with a structured format.

MR 291 (0503) 1-5 Credits
INDIVIDUAL STUDY (MEDICAL RECORD)
Individual study or research relating to the Medical Record Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

MR 295 (0325) 2 Credits
MEDICAL RECORD SEMINAR
Discussion of current developments in medical records with analysis of directed practice experiences and review of specialized medical records as in nursing homes and long-term care institutions. Prerequisite: MR 211

MR 296 (0328) 4 Credits
HEALTH CARE REVIEW PRACTICUM
An experience in the clinical setting working with health care review personnel and activities.

NR 110 (1327) 3 Credits
INTRODUCTION TO NATURAL RESOURCES
An introduction to current world situations regarding natural resource supply, use, competition, and conservation.

NR 120 (1330) 3 Credits
BOTANY
A survey of the major phyla of the plant kingdom with emphasis on taxonomy, morphology and physiology.

NR 121 (1355) 3 Credits
ZOOLOGY
A survey of the entire animal kingdom, with emphasis on taxonomy, morphology and systems in the various phyla of animals, including man.

NR 122 (1385) 3 Credits
AGRONOMY
An introductory course in soil science which covers the basic concepts of soil for-

mation and the relationships between soils and vegetation types. Soil formation, composition, and basic conservation practices are the main units under consideration. The majority of the field work deals with soil sampling and soil testing.

NR 123 (1324) 3 Credits
SURVEYING
Operation and maintenance of hand and staff compass, transit, level, tapes and chains as applied to practical surveying problems encountered in forest land management.

NR 124 (1325) 2 Credits
SURVEYING
(RECREATION AND WILDLIFE)
Introduction to the proper care and use of the instruments traditionally used in plane surveying. The use and care of the transit level, tape, compass, clinometer and Abney level are covered. Group field projects are presented.

NR 125 3 Credits
FOREST SOILS
Forest Soils is a technical course covering the development, interpretation and mapping of forest soils. The field work covers techniques of analyzing both the physical and chemical properties of soil. Problem soils and the impact of forestry practices on soil conditions are major topics covered in the course.

NR 130 1 Credit
PHOTOGRAPHY SURVIVAL SKILLS
Introduction to photographic techniques. Includes use of camera settings, photo composition, use of filters, available and artificial light, and various accessories. Also included will be techniques for creative effects.

NR 221 (2317) 2 Credits
ORIENTATION TO EMPLOYMENT
Covers developing a resume, writing cover letters and handling interviews. Instruction consists of lectures and reading assignments. Several guest speakers are included in the last portion of the course.

NR 225 (1340) 1 Credit
NATURAL RESOURCES ADMINISTRATION
A course designed to introduce students to the institutional dimensions of recreation and park management. This includes the making and execution of laws pertaining to natural resources, organization budgeting, governmental structure at all major levels of government, derivation of authority, boards and commissions, land acquisition and liability in recreation.

NR 226 (2336) 4 Credits
PRODUCTION ANALYSIS
Time study and cost analysis techniques as applied to timber harvesting.

NR 227 (0055) 3 Credits
OHIO FORESTRY HISTORY
Studies of history of the forestry industry and early forestry practices in Ohio. Students explore various methods of documenting and displaying historical information, and use one of these methods to prepare a project on local members of the community, artifacts, and historical data for use in a local museum.

NR 230 3 Credits
PROJECTS WILD AND LEARNING TREE
This is a four-day program designed specifically for Ohio educators including youth leaders, camp staffs, elementary and secondary teachers, and college students preparing to work with young people or in natural resource conservation. Project Wild and Project Learning Tree, both nationally recognized educational programs, will be the major emphasis. Each participant will receive manuals containing over 140 activities that are useful in the classroom or in the out-of-doors, and have proven adaptable and useful in both rural and urban settings.

NR 240 (0354) 2 Credits
ENTOMOLOGY
An introduction to the study of insects. Anatomy and major orders of insects are discussed in lecture sessions. Field collection and identification of insects collected are covered in laboratory sessions.



NR 241 (1300) 1 Credit
OHIO BIRDS OF PREY
An introductory course designed to familiarize the student with the life histories of Ohio raptors. Identification characters, habitat, typical prey, and general breeding biology are emphasized. Applicable aging and sexing techniques, basic census methods, and the distribution of selected species are also discussed. Lab work includes an auditory census of owls and field identification of local raptors using field marks, silhouettes, flight patterns, or pellet analysis.

NR 242 (1309) 2 Credits
NATIONAL PARKS LAW, PHILOSOPHY, AND POLICY
This course begins with a brief overview of the organization and functions of the various federal law enforcement agencies and specifically focuses on law enforcement in the National Park Service. Applicable sections of Title 36 of the Code of Federal Regulations are examined. NPS authority, jurisdiction, philosophy, objectives, policy and guidelines have primary emphasis. Finally, the course examines basic radio communications procedures used by NPS.

NR 243 (1317) 1 Credit
LAW PROBLEMS-RECOGNITION
Provides basic identification, logical locations, types of concealment and safety measures for dealing with bombs and explosives. Basic skills in the use of chemical agents relative to law enforcement along with first aid and required reporting procedures are covered. Basic orientation to dangerous drug classification, drug abuse symptoms and identification are also discussed. Provides suggested practices to reduce the opportunity for criminal behavior.

NR 244 (1319) 1 Credit
VEHICULAR ACCIDENT INVESTIGATION AND REPORT PROCEDURES
Introduces tools, techniques and uniform terminology used by the traffic accident investigator. Develops skill in measuring, drawing and recording the scene in both vehicle accidents and crime scenes. The student will demonstrate knowledge of subject matter through preparation of reports based on simulated incidents.

NR 245 (1321) 1 Credit
PUBLIC RELATIONS FOR OFFICERS
Discusses proper courtroom demeanor and testifying techniques. Emphasizes importance of positive public image for uniformed law officers and need for maintaining a high ethical code. Emphasis is placed on interpersonal contacts and the responsibility, moral obligation, and legal authority in dealing with the public. Includes effective questioning techniques and legal concepts and limitations protecting rights of the citizen. Promotes a general understanding of problem youth and how to deal with them.

NR 246 (1326) 3 Credits
ENVIRONMENTAL IMPACT ANALYSIS
Preparation of environmental impact statements on how major construction projects, such as highways, will affect the environment.

NR 247 (1349) 2 Credits
DEFENSIVE TACTICS
Deals with defenses against knives, clubs, and other weapons. Tactics include kicks, punches, grabs, various control techniques, handcuffing procedures, and body searching.

NR 248 (1370) 12 Credits
ORIENTATION TO HARDWOOD SAWMILL OPERATION
An overview of hardwood lumber manufacturing techniques. The course is specifically designed for those students who are interested in the hardwood lumber business. Emphasis is on the various functions of sawmill operations.

NR 249 (1384) 3 Credits
WESTERN GAME ANIMALS
A study of the life history, habitats, and distribution of Western North American game birds and mammals. A few non-game mammals are included to represent that segment of the western fauna.

NR 250 (2302) 3 Credits
BACKPACKING AND SURVIVAL
A study of backpacking techniques including the selection of equipment, hiking skills, cooking skills, camping techniques, wilderness travel and wilderness emergencies. Content also includes survival skills such as finding food and water, building fires and shelters, making survival kits and tools. Practice survival situations are experienced by the students.

NR 251 (2304) 3 Credits
ECOLOGY AND MANAGEMENT OF WATERFOWL
Identification, natural history, distribution migration and management of our nation's waterfowl resources.

NR 252 (2305) 2 Credits
HERPETOLOGY
Introduction to reptiles with emphasis on identification of Ohio snakes. This includes techniques of capturing, handling, and maintaining snakes in captivity.

NR 254 (2340) 1 Credit
NATURE DRAWING
Pertains to the field of illustration. Several basic techniques are presented with particular attention given to the pen and ink medium. A number of completed plates are required which are critiqued and graded on a one-to-one basis with the student.

NR 255 (2366) 5 Credits
ADVANCED TIMBER HARVESTING
This course provides students who have completed a basic timber harvesting course an opportunity to increase their skills in the use and maintenance of chainsaws and logging equipment. All classes will be outdoors actually harvesting timber under staff supervision. High production will be expected along with proper safety procedures.

NR 256 (2863) 2 Credits
HERBICIDES AND PESTICIDES
Instructs the student in the regulations and laws involving the safe use of pesticides. Alternatives to the use of chemicals are also covered. The student completing the course is prepared to take tests by the Ohio Department of Agriculture to certify public, private, and commercial applicators of pesticides. The Division of Plant Industry, Pesticide Regulation Section, comes to the school periodically to administer the test. Applicants are prepared to take the standard core test and category test in both Forest Pest Control and Industrial Vegetation Control. With additional courses in entomology and landscaping, students can test in the category of Ornamental Plants and Shade Tree Control.





NR 257 (3331) 1 Credit
NIGHT FIELD BIOLOGY
An outdoor field course designed to introduce the student to animals often heard but seldom seen at night. Frogs, toads, salamanders, night birds, and aquatic insect life are some examples. As the days grow longer and spring progresses, the students are introduced to the spring wildflowers and wild foods. This is a general introductory course to Ohio's night life designed for the general public as well as the interested student. This course is not based on classification, but on meeting the plants and animals in their environment.

NR 258 (3332) 3 Credits
WINTER CAMPING AND SURVIVAL
This course on winter camping and survival will teach the participants the necessary skills to enjoy winter camping and will help the participants recognize survival situations and teach them the necessary skills to overcome the problems and survive. It will include information on clothing, equipment, survival kits and the psychology of survival.

NR 259 3 Credits
OUTDOOR PROGRAMS
A course designed to familiarize students with outdoor education programs. The activities and programs chosen are diverse and have been used successfully in formal classes, as well as non-formal education sites.

NR 260 (9389) 2 Credits
TAXIDERMY
Involves the latest techniques in the art of taxidermy. The course stresses methods which produce mounted specimens that are exact replicas of the living animals. It is intended chiefly for those who have had no previous training. Emphasis in taxidermy is placed on birds and tanning.

NR 261 (9392) 2 Credits
ADVANCED TAXIDERMY
A continuation of Taxidermy with an emphasis on fish.

NR 262 (9393) 2 Credits
SAILING
This course examines the theory of sailing, nomenclature, nautical terms, and the rules of the road. Emphasis is placed upon practical, on-the-water exercises that deal with rigging, sailing, man overboard, and capsizing rescue techniques.

NR 263 (1312) 1 Credit
MARINE ECOLOGY
An on-site field study at Andros Island, Bahamas, which includes an orientation to the area, including reef areas, land surfaces, vegetation patterns and population patterns. It introduces the geological, biological, and human topics from a historical perspective; includes an examination of lime muds, oolytes, and coral reefs; compares and contrasts invertebrates found in different areas and their relationship with the particular environment of that area; covers an examination of the physical setting, biological growth, food pyramid, food web and an examination of the interdependence of different organisms; and involves identification of man's relationship with the coral reef and examines the degree of stability and fragility of the reef, identifying both natural and man-made threats to the reef.

NR 264 (2379) 3 Credits
RECREATION PROGRAMMING
This course is designed as an introduction to recreation programming. This will include different program classifications, life cycles and life stages, human needs, selection of activities, program structure and format, scheduling and tournament structure, recreation program area and evaluating program effectiveness.

NR 265 1 Credit
BASIC ELEMENTS OF ARCHERY
Basic elements of archery is designed for students to become familiar with the proper use of archery equipment. Included will be parts of a bow and arrow and how they function. Use of archery accessories will also be covered.

NR 266 **1 Credit**
ADVANCED ARCHERY
Course is designed to acquaint students with intermediate archery techniques. Included is safety, style, competition and equipment. Upon completion of the course, students will be certified by the Ohio Bowhunters Association.



NR 267 **1 Credit**
INTERMEDIATE ARCHERY
A course designed to refine shooting styles, including fine tuning bows, use of clickers, shooting from different positions, and bowstring development. Maintenance and repair techniques will also be covered.

NR 295 **1 Credit**
NATURAL RESOURCES PRACTICUM SEMINAR
A seminar to discuss Natural Resources Practicum, (NR 296) experiences with emphasis placed on public relations and natural resources. Must be concurrent with NR 296.

NR 296 **1 Credit**
NATURAL RESOURCES PRACTICUM
Provides on-site experience at appropriate cooperating agencies and businesses relating to forestry, recreation or resource management.

NR 990 (1315) **2 Credits**
STRIP MINE RECLAMATION
Introduces the student to the coal strip mining process and the history of reclamation in Ohio. Major emphasis is on the requirements of the Ohio Strip Mine Law and Rules and the Federal Surface Mining Control and Reclamation Act of 1977; field tests and major methods utilized in reclamation efforts are also covered.

NT 100 (0118) **5 Credits**
NURSING FUNDAMENTALS/ GERONTOLOGY
Includes an introduction to the principles and practice of basic nursing techniques, gerontology, and basic patient assessment. The lab component of the course is correlated with the theory. Prerequisites: Admission to Level I, Quarter I of the Nursing program; must be taken concurrently with NT 101.

NT 101 (0117) **2 Credits**
NURSING CLINICAL EXPERIENCE I (FUNDAMENTALS/GERONTOLOGY)
Provides the opportunity for the student to use principles of gerontology, basic patient assessment, nursing techniques and related courses to provide care for geriatric patients and patients with medical/surgical conditions. Prerequisites: Admission to Level I, Quarter I of the Nursing program; must be taken concurrently with NT 100.

NT 102 (0510) **1 Credit**
NURSING DYNAMICS I
Covers concepts related to interpersonal relationships, communication skills, mental health, spiritual needs of patients and death and dying. Prerequisites: Admission to Quarter I, Level I; must be taken concurrently with NT 100.

NT 103 **1 Credit**
NUTRITION (NUTRIENTS)
This course focuses on normal nutrition, its role in the maintenance of health and the needs of adults. Nutrients, their functions and food sources are examined. Caloric needs and cultural food patterns are also investigated.

NT 104 **1 Credit**
PHARMACOLOGY MATH
This one credit pharmacology course is designed to provide health careers students with the computational skills necessary to safely administer medications (oral, parenteral, intravenous). Temperature conversions are also included.

NT 110 (0414) 6 Credits
NURSING FUNDAMENTALS/ OBSTETRICS
Includes the principles and practice of nursing techniques essential for assisting with diagnostic procedures and performing selected therapeutic procedures, the care of the patient with normal and abnormal obstetrical conditions, and the care of the well newborn and the newborn with medical or surgical conditions. The lab component of the course is correlated with the theory. Prerequisites: NT 100, NT 101, NT 102, NT 103, NT 104, and HC 100; must be taken concurrently with NT 111.

NT 111 (0119) 2 Credits
NURSING CLINICAL EXPERIENCE II (FUNDAMENTALS/OBSTETRICS)
Provides the opportunity for the student to utilize principles related to the care of obstetric patients and newborns, principles of selected nursing techniques, and of related courses to provide care for patients on an obstetric unit and on a medical-surgical unit. Prerequisites: NT 100, NT 101, NT 102, NT 103, NT 104, and HC 100; must be taken concurrently with NT 110.

NT 112 (0511) 1 Credit
NURSING DYNAMICS II
Focuses on the psychosocial aspects of selected topics related to the field of nursing. Course content includes modules on care planning, human sexuality, psychological responses of childbirth, Lamaze, abortion, death and dying, ethics, alcoholism, drug abuse, physical and mental abuse, rape and self-defense. Prerequisite: NT 102

NT 113 1 Credit
NUTRITION (LIFESPAN)
This course deals with nutrition needs during specific periods within the lifespan: pregnancy, infancy, childhood, teens, and the geriatric years. Also included are discussions on digestion, absorption and metabolism, food allergies, and inborn errors of metabolism. Prerequisite: NT 103

NT 114 1 Credit
PHARMACOLOGY (INTRODUCTION AND ADMINISTRATION)
An introduction to pharmacological terminology, sources of information about drugs, legal regulations concerning drugs, drug classifications, and the nursing responsibilities related to the administration of drugs. Prerequisites: NT 104; must be taken concurrently with NT 110.

NT 120 (0408) 6 Credits
MEDICAL-SURGICAL NURSING OF THE ADULT
Focuses on common medical-surgical conditions of adults, and principles and practice of related nursing techniques. Course content includes modules on cardiovascular, hematological, endocrine, respiratory, gastrointestinal, renal, genitourinary and dermatological disorders. The laboratory component of the course is correlated with the theory. Prerequisites: NT 110, NT 111, NT 112, NT 113, NT 114, HC 110, HC 203; must be taken concurrently with NT 121.

NT 121 (0111) 2 Credits
NURSING CLINICAL EXPERIENCE II (MEDICAL/SURGICAL)
Consists of supervised clinical experience in medical-surgical areas. Observation experiences in CCU and surgery are included. All experiences correlate with Medical-Surgical Nursing of the Adult and Child. Prerequisites: NT 110, NT 111, NT 112, NT 114, HC 110, HC 203; must be taken concurrently with NT 120.

NT 122 (0512) 1 Credit
NURSING DYNAMICS III
Focuses on job seeking skills, legal aspects of nursing and the psychosocial aspects of selected topics related to the field of nursing. Course content includes modules on job interviews, preparing resumes, legal aspects of nursing, problem of parenthood, sudden infant death syndrome, depression and suicide, and holistic health. Prerequisite: NT 112

NT 123 1 Credit
NUTRITION (DIET THERAPY I)
This course focuses on routine hospital diets and on diet modifications involving

disorders of the various systems of the body. Prerequisites: NT 103, NT 113, and placement in third quarter clinical nursing.

NT 124 **1 Credit**
PHARMACOLOGY
(DRUG CLASSIFICATION I)
Covers the principles and techniques of administering oral and parenteral medications and the actions, dosages, side effects and interactions of medications in selected drug classifications and the related nursing implications. Drug classifications included in this course are cardiotonics, anticoagulants, vasodilating agents, insulin, oral hypoglycemic agents, male and female sex hormones, drugs that affect gastrointestinal function, diuretics, and antihypertensives. Prerequisites: NT 114; must be taken concurrently with NT 120.

NT 130 (0409) **6 Credits**
MEDICAL-SURGICAL NURSING OF THE ADULT AND CHILD
Covers care of the well child, selected medical-surgical conditions of both children and adults and the principles and practice of related nursing techniques. The course includes modules on the musculoskeletal system, the neurological system, growth and development, oncology, communicable diseases, allergies, burns, congenital heart anomalies, pediatric respiratory and gastrointestinal conditions, the sensory system, and the endocrine system. The laboratory component of the course is correlated with the theory. Prerequisites: NT 120, NT 121, NT 122, NT 123, NT 124, HC 120, HC 203, PSYC 151; must be taken concurrently with NT 131.

NT 131 (0112) **2 Credits**
NURSING CLINICAL EXPERIENCE IV
(MEDICAL/SURGICAL/PEDIATRIC)
Provides for the student the opportunity for a supervised clinical experience on a pediatric unit and on an adult medical-surgical unit. All experiences correlate with the theory content of Quarter IV. Prerequisites: NT 120, NT 121, NT 122, NT 123, NT 124, HC 120, HC 203, PSYC 151; must be taken concurrently with NT 130.

NT 132 (0513) **1 Credit**
NURSING DYNAMICS IV
Assists the student in moving from the role of a student to the role of a working graduate practical nurse. Course content includes modules on the history of nursing, on professional organizations, on legislation related to nursing, assertiveness techniques, legal aspects of nursing and reality shock. Prerequisites: NT 122; must be taken concurrently with NT 130.

NT 133 **1 Credit**
NUTRITION (ECONOMICS)
This course centers on the provision of an adequate diet at a limited income level while providing skills in menu planning, food purchasing and preparation. Food additives, weight control, food epidemiology, and nutritional deficiencies are also addressed in this course. Prerequisites: NT 103 and NT 113

NT 134 **1 Credit**
PHARMACOLOGY
(DRUG CLASSIFICATION II)
Focuses on the actions, dosages, side effects and interactions of medications in selected drug classifications and the related nursing implications. Drug classifications included in this course are antihistamines, antibiotics and sulfa drugs, dermatological drugs, skeletal muscle relaxants, sedatives, hypnotics, tranquilizers, analgesics, antipyretics, adrenocorticosteroid drugs, cholinergic and cholinergic blocking drugs, adrenergic and adrenergic blocking drugs. Prerequisites: NT 124; must be taken concurrently with NT 130.

NT 140 (0108) **5 Credits**
TECHNICAL ASPECTS OF MEDICAL-SURGICAL NURSING
Focuses on review and enrichment of the student's knowledge in medical-surgical nursing. Assessment of the student's knowledge of medical-surgical nursing will also be completed. The course includes review of conditions and nursing care for disorders of the respiratory, gastrointestinal, musculoskeletal, cardiac, vascular, hematological, endocrine, nervous, sensory, integumentary, and genitourinary systems. Prerequisites: LPN and admission to Enrichment.

NT 142 (0110) 1 Credit
TECHNICAL ASPECTS OF NURSING DYNAMICS
A student-faculty seminar with emphasis on communication skills, interpersonal relations and the role of the nurse. Areas of special interest within the field of nursing are investigated. Prerequisites: LPN and admission to Enrichment.

NT 143 (0107) 1 Credit
TECHNICAL ASPECTS OF NUTRITION
Developed as a nutrition reinforcement for students entering second level Nursing Technology from the HTC Practical Nursing program and from other schools of practical nursing. (HTC Level I graduates out of school less than eighteen months are not required to complete the course.) Six topics are included as mandatory components of the course. Seven optional topics are offered for independent student review; three of these topics are to be chosen. Required topics include metabolism and calorie need, weight control, food additives, nutritional needs of the diabetic, diet therapy in disorders of the cardiovascular system, and tube feedings. Prerequisites: LPN and admission to Enrichment or permission of instructor.

NT 144 (0434) 2 Credits
TECHNICAL ASPECTS OF PHARMACOLOGY
A review and enrichment of the student's knowledge in pharmacology. Assessment of the student's knowledge in this area is also completed. Content includes classification of drugs, action, dosage, side effects and nursing implications. Prerequisite: Admission to Enrichment or permission of instructor.

NT 145 (0449) 4 Credits
TECHNICAL ASPECTS OF OBSTETRIC/PEDIATRIC NURSING
Focuses on review and enrichment of student's knowledge of obstetric and pediatric nursing. Assessment of the student's knowledge in these areas is also completed. Content includes anatomy and physiology, normal pregnancy, prenatal care, labor and delivery, normal newborn, complications of pregnancy, complications of newborn, family planning, normal growth and development, pathophysiology and nursing care of selected pediatric conditions. Prerequisites: LPN and admission to Enrichment.

NT 200 (0440) 5 Credits
MENTAL HEALTH NURSING
Principles of nursing care of patients with psychological and/or emotional problems. Related pharmacology is included. Laboratory experience includes case presentations, role-playing, group discussion, and use of audiovisual aids to perfect communications skills. Content includes affective disorders, schizophrenic reactions, personality disorders, organic mental disorders, crisis therapy and intervention, alcohol abuse, drug abuse, child and adolescent psychiatry. Prerequisites: Completion of Level I program and admission to Level II or completion of Enrichment; PSYC 152 must be taken prior to or concurrently with Mental Health Nursing. Must be taken concurrently with NT 201.

NT 201 (0120) 2 Credits
NURSING CLINICAL EXPERIENCE V (PSYCH/MENTAL HEALTH)
Clinical practice providing students with the opportunity to observe, relate to and care for patients with psychological and/or emotional problems and to apply principles related to basic nursing care, medical-surgical nursing, physiological sciences, and psychological sciences. Prerequisites: Completion of Enrichment courses and/or admission to Level II. Must be taken concurrently with NT 200.

NT 202 (0115) 1 Credit
CAREER TRANSITION PN TO RN
A student-faculty seminar focusing on the role change from PN to RN. A brief history of associate degree nursing; Nursing Technology program objectives and competencies; roles as a student, graduate, and registered nurse; and types of jobs for which associate degree nursing graduates are prepared are discussed. Role changes from practical nurse to student nurse to registered nurse are explored from cognitive and affective perspectives. Prerequisites: Completion of Enrichment courses and/or admission to Level II.

NT 210 (0430) 5 Credits
ADVANCED MEDICAL/SURGICAL NURSING
Principles and techniques essential for providing nursing care for individuals with complex medical-surgical problems. Pharmacology related to complex medical-surgical conditions is included. School laboratory experience is an integral part of the course and provides the opportunity to learn advanced skills. The course content includes the pathophysiology and nursing care for conditions of the respiratory, cardiovascular, neurological, and gastrointestinal systems. Other content includes intravenous therapy, fluids and electrolytes, and multiple trauma injuries. Prerequisites: NT 200, NT 201, and HC 200. Must be taken concurrently with NT 211.

NT 211 (0121) 2 Credits
NURSING CLINICAL EXPERIENCE VI (ADVANCED MEDICAL/SURGICAL)
Provides clinical experience in medical-surgical units, operating room, recovery room and intensive care. Emphasis is placed on providing care to patients with complex, medical-surgical conditions. Medication experience and experiences performing intermediate and advanced skills are provided. The student applies principles related to basic nursing, medical-surgical nursing, nutrition, psychosocial sciences, anatomy and physiology, and pharmacology. Prerequisites: NT 200, NT 201, and HC 200. Must be taken concurrently with NT 210.

NT 213 1 Credit
NUTRITION (DIET THERAPY II)
This course provides additional topics of diet modification including thermal injury, iatrogenic malnutrition, mental illness, nutrition assessment, cancer, vegetarianism, tube feedings, and additional information on diet in cardiovascular disorders. Prerequisites: NT 143 (unless excused), and second-year nursing standing.

NT 214 1 Credit
PHARMACOLOGY (DRUG CLASSIFICATION III)
A competency-based course covering the specific drug groups and specific drugs as they relate to the cardiovascular, respiratory, fluid and electrolytes, gastrointestinal, and neurological systems. Prerequisites: NT 134 or NT 144; must be taken concurrently with NT 210.

NT 220 (0450) 4 Credits
NURSING CARE OF GROUPS OF PATIENTS
An in-depth study of the nursing process related to individual patients and groups of patients. Content also includes investigation of various methods of organizing patient care and an analysis of the technical nurse's role in each method. Information on management and communication skills is included. Concepts and principles essential for providing nursing care for individuals with selected medical-surgical conditions are also included. Prerequisites: NT 210 and NT 211. Must be taken concurrently with NT 221.

NT 221 (0122) 2 Credits
NURSING CLINICAL EXPERIENCE VII (CARE OF GROUPS OF PATIENTS)
Provides clinical experience in a medical-surgical setting. Emphasis is on the nursing process, organization of care, delivery of care and evaluation of care for individuals and groups of patients. The student applies principles related to nursing, nutrition, psychosocial sciences, anatomy and physiology, and pharmacology. Prerequisites: NT 211 and NT 210. Must be taken concurrently with NT 220.

NT 222 (0509) 1 Credit
NURSING DYNAMICS V
Student-faculty seminar with emphasis on student involvement. Contents related to nursing history, the Nurse Practice Act, legislation, legal aspects, ethical aspects, professionalism, and professional journals are included. Prerequisites: NT 210, NT 211

NT 225 (0447) 1 Credit
ADVANCED OBSTETRIC/PEDIATRIC NURSING
An advanced study of obstetric nursing and pediatric nursing. This course should be taken during the student's last quarter of Level II Nursing. Obstetric content in-

cludes introduction to obstetrics, prenatal period, care during labor and delivery, postpartum period, and the newborn. Pediatric content includes introduction to pediatrics; infant, toddler and preschool, school age child; and adolescence. Prerequisites: NT 210 and NT 211

NT 249 (0458) 3 Credits
EKG INTERPRETATION
This course teaches interpretation of the electrocardiograph configurations. It will include classification and recognition of the most common cardiac arrhythmias, according to site of origin and prognosis.

NT 250 3 Credits
COMMUNITY HEALTH NURSING THEORY
This course presents basic concepts and processes related to community health nursing. The tasks and roles of the community health nurse in today's society will be emphasized. Prerequisites: Must be a graduate of an approved school of practical nursing or an approved associate degree nursing program. Must have current Ohio license or interim permit. Must be taken concurrently with NT 251.

NT 251 3 Credits
COMMUNITY HEALTH NURSING CLINICAL
This course will provide the student an opportunity to apply community health nursing concepts in community settings. Practitioners in the areas of home health, hospice, public schools and health departments will act as preceptors for students. Prerequisites: Must be a graduate of an approved school of practical nursing or an approved associate degree nursing program. Must have current Ohio license or interim permit. Must be taken concurrently with NT 250.

NT 260 3 Credits
STATE BOARD NURSING REVIEW
This course is a comprehensive review of obstetrics, pediatrics, medical-surgical, and mental health nursing. Instruction will focus on locus of decision making; categories of human functioning; nursing care of the child and adolescent, of the young adult in the reproductive years, of acute and chronic health problems in the adult years, and behavioral and emotional problems throughout the age span. Nursing behaviors applied to client situations will be reviewed. Methods to improve test taking skills and to relieve stress will be included.

NT 290 (0580) 1-5 Credits
SPECIAL TOPICS (NURSING)
The exploration of a specific topic (or topics) that are pertinent to students in the Nursing Technology. The topic or topics are studied by the participants in a group with a structured format.

NT 291 (0500) 1-5 Credits
INDIVIDUAL STUDY (NURSING)
Individual study or research relating to the Nursing Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

NT 293 (0113) 5 Credits
NURSING DIRECTED PRACTICE
Designed to assist the new nursing graduate in making the transition from the role of student nurse to the role of graduate nurse. The course provides an opportunity for the graduate nurse to obtain increased skill in the implementation of patient care. A nurse faculty member is available at the clinical site for consultation. The seminar portion of the course addresses concerns related to the transition from student nurse to graduate nurse. Prerequisites: Completion of Level I (PN Program) or a graduate from an approved school of practical nursing; holder of an interim permit to practice practical nursing, or LPN licensure.



OP 100 (2118) **4 Credits**
CABLE TOOL DRILLING
Training in the fundamental skills of percussion-type drilling as well as the techniques and problems associated with the overall cable drilling process.

OP 101 (2125) **2 Credits**
WELL COMPLETIONS
Introduces the methods and procedures for casing, cementing, and completing the potential well so that petroleum may be produced.

OP 102 (2129) **3 Credits**
SUBSURFACE GEOLOGY
Studies the nature of the Earth's crust as related to finding and producing petroleum. It also looks at legal requirements for drilling and producing.

OP 103 (2124) **4 Credits**
INTRODUCTION TO PETROLEUM PRODUCTION
Covers the basic principles and techniques for extracting petroleum from the earth with an emphasis on the sucker rod method of artificial lift and the use of surface pumping units.

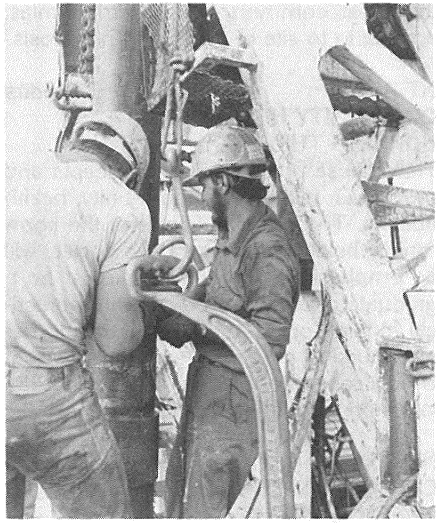
OP 104 (2128) **2 Credits**
WELL ABANDONMENT AND FISHING
Examines the mechanical process of abandoning a well and the legal requirements related to contemporary practices and economics. Also included are basic fishing techniques. LAB FEE

OP 105 (2120) **2 Credits**
PIPE FITTING
Provides training in the use and nomenclature of equipment commonly used in working with fitting, valve, pipe and related oil field control devices.

OP 107 (2119) **4 Credits**
ROTARY DRILLING
Training in the basic techniques and skills associated with the rotation and circulation approach to drilling as well as common problems encountered during the drilling process.

OP 108 (2123) **4 Credits**
PUMPING
Training in duties of the pumper, methods of pumping, and the problems associated with the subsurface pumping equipment. Prerequisite: OP 103

OP 109 (1136) **1 Credit**
GAS MEASUREMENT
Trains the student in the skills of reading and maintaining meters commonly used in the gas producing industry.



OP 200 (2132) **2 Credits**
BOTTOM HOLE PUMPS
Examines the various types of down hole pumps used to lift crude oil from the ground with an emphasis on the many types and designs of sucker rod pumps. The course also covers the advantages and disadvantages of the pumps and includes rebuilding methods and procedures. LAB FEE. Prerequisite: OP 108

OP 201 (2116) **3 Credits**
ELECTRICITY IN PRODUCTION
A study of electric prime movers, motor starters, timers, controllers, control box assemblies, sensors, level controllers, and automation as related to the field production of petroleum. Prerequisite: OP 108



OP 202 (2140) 1 Credit
CAREERS IN PETROLEUM
Examines various potential jobs for petroleum management. The course includes survey of job market, means of searching for a job, resume writing, and an insight into basic oil industry operations.

OP 203 (2121) 2 Credits
PRIME MOVERS
Introduction to the types of prime movers used on pumping and training in the operation, maintenance and servicing of the more common engines.

OP 204 (2117) 2 Credits
WELL STIMULATIONS
An examination of the common methods and procedures used in artificially stimulating oil and/or gas wells, including advantages and disadvantages of each type and application. Also examined are the costs and possible results of stimulations as well as the overall economics of stimulations. Prerequisites: CHEM 110, OP 101, OP 102

OP 205 (2133) 3 Credits
MODERN WELL LOGGING
Covers types and applications of modern well logging as well as interpretation of the basic types of well logs. LAB FEE. Prerequisites: MATH 177, OP 101, OP 102

OP 206 (2141) 3 Credits
ADVANCED ROTARY TECHNIQUES
Covers methods used to control wells, a study of drilling fluids, problems in rig safety, and the economics of drilling operations. Prerequisite: OP 107

OP 207 (2135) 3 Credits
OIL AND GAS LAW
Introduces the student to the legal ramifications associated with leasing, drilling, and producing oil and gas properties.

OP 208 (2142) 2 Credits
PRODUCTION ECONOMICS
Studies operation costs, factors in determining profit and loss, and methods and procedures for keeping records for individual wells and leases. This course is intended, in part, to help motivate the student to become a positive economic force in production. Prerequisite: OP 108

OP 209 (2122) 2 Credits
WELL SERVICING AND SERVICES
Covers the methods, procedures, and techniques for repairing a down-hole problem or reworking an oil well to the purpose of increasing production. Also included is training in the use of servicing tools. Prerequisite: OP 108

OP 210 (2131) 3 Credits
ADVANCED PETROLEUM APPLICATIONS
Deals with special problems encountered in well production including the areas of pumping, brine disposal, and secondary recovery with an emphasis on relating previous training to those problems. Prerequisites: OP 108, OP 204

OP 211 (2134) 2 Credits
GEOLOGY OF APPALACHIAN BASIN
A detailed study of stratigraphy, traps and reservoir characteristics of the Appalachian Basin. Prerequisite: OP 102

OP 212 (1127) 3 Credits
OIL AND GAS LEASING
This course is designed to familiarize the student with the basic methods and procedures of leasing land for the purpose of petroleum speculation or drilling for oil and gas. Students examine standard lease documents as well as the primary do's and don'ts of leasing.

OP 213 (1128) 1 Credit
PRACTICUM SEMINAR
This course is composed of group discussion and analysis of practicum training and is conducted in a formal classroom environment.

OP 214 (1129) 1-5 Credits
PRACTICUM
This course is designed to supplement formal petroleum instruction with practical training in the subject either on or off campus.

OP 216 (2139) 1 Credit
SUCKER ROD PUMPS
This course trains the student in the primary principles, methods, and mechanics of sucker rod pumps. Examined during the study will be types of pumps, application of pumps, and pump problems.

OP 290 (1196) 1-5 Credits
SPECIAL TOPICS (OIL WELL DRILLING AND PRODUCTION)
The exploration of a specific topic (or topics) that are pertinent to students in the Oil Well Drilling and Production Technology. The topic (or topics) are studied by the participants in a group with a structured format.

OP 291 (1172) 1-5 Credits
INDIVIDUAL STUDY (OIL WELL DRILLING AND PRODUCTION)
Individual study or research relating to the Oil Well Drilling and Production Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

PSCI 100 (1712) 4 Credits
INTRODUCTION TO LAW ENFORCEMENT
An overview of the history, development, philosophy, and constitutional bases of law enforcement and criminal justice in a democratic society, including a survey of the various agencies involved in the administration of justice in the U.S.

PSCI 105 (2740) 2 Credits
PATROL PROCEDURES
A study of the duties of the patrol officer on the street including the procedures and guidelines for answering all types of assistance calls.

PSCI 106 (1703) 2 Credits
POLICE COMMUNICATION OPERATIONS
A comprehensive examination of police communication systems including radio, telephonic, and interpersonal communications as well as computer applications in law enforcement. The course is designed to give the student practical experience in developing communications skills necessary to effective public safety communication operations.

PSCI 107 (2800) 1 Credit
TRAFFIC AND CROWD CONTROL
A comprehensive examination of traffic and crowd control functions and techniques including traffic law enforcement, directional signals, and traffic and crowd control devices.

PSCI 124 (1725) 2 Credits
LIABILITY IN LAW ENFORCEMENT
Addresses the elements of civil liability involving law enforcement officers and agencies in the performance of their duties. Necessary safeguards in detention, arrest, pursuit, and use of weapons are included.

PSCI 131 (2728) 3 Credits
ADVANCED POLICE PHOTOGRAPHY
Develops specialized knowledge and skills in police photography. Course content emphasizes specific photographic skills including the preparation and mounting of prints for courtroom presentation and the latest techniques of photographing evidence in the laboratory setting. LAB FEE. Prerequisite: PSCI 130

PSCI 136 (1754) 3 Credits
RECORDKEEPING IN LAW ENFORCEMENT
Designed to show law enforcement agencies various centralized recordkeeping systems which comply with federal and state statutes, relating to documentation and the rights of privacy.

PSCI 140 (1751) 5 Credits
INTRODUCTION TO INVESTIGATION
Covers the fundamental principles of criminal investigation including an analysis of the proper procedures for conducting the initial contact, preliminary investigation, primary phase, and follow-up.

PSCI 150 (2735) 3 Credits
JUVENILE PROCEDURES
A study of the problems encountered in the control of juvenile delinquency and the role of law enforcement in addressing the



delinquency problem. Legally acceptable techniques for arresting, processing, and detaining juveniles are emphasized. The causes of delinquency, the functions of the juvenile court, and the nature of juvenile institutions are also covered.

PSCI 180 (2730) 3 Credits
CRIMINALISTICS I
A study of the fingerprint system in the United States, the basis of the Henry System of Classification pattern interpretation and identification, and the methods of developing latent fingerprints with fingerprint powders. LAB FEE

PSCI 210 (1704) 3 Credits
CRIME PREVENTION AND COMMUNITY RELATIONS
Examines the complex relationship between the police and the public. Emphasis is placed on programs designed to reduce crime and improve public relations. Students will design and implement a crime prevention/public relations program in the local community.

PSCI 211 (1723) 4 Credits
INTELLIGENCE AND VICE
Designed to help the student acquire the skills necessary to manipulate the environment for gathering information related to criminal and sexual immorality law violations. Procedures for interpreting and evaluating such information for investigative and prosecutorial purposes are included.

PSCI 216 (2759) 1 Credit
POLICE FIREARMS
An introduction to modern police firearms. Topics include nomenclature; weapons care; proper use, restrictions, and liability; transporting arms; and home and office safety procedures. Range practice is included. LAB FEE

PSCI 223 (2752) 3 Credits
CRIMINAL EVIDENCE
Familiarizes the student with the rules of evidence applied by the courts. The Federal Rules of Evidence, the Ohio Rules and the Common Law Rules, as well as their application, are contrasted.

PSCI 235 (1702) 2 Credits
POLICE REPORT WRITING
Provides students with instruction in writing effective police reports. Participants learn to find and record all relevant facts; to analyze and organize findings as well as distinguish fact from hearsay, conclusion and opinion; and to communicate all relevant findings in a well-written report. LAB FEE. Prerequisite: COMM 122

PSCI 240 (2756) 3 Credits
ADVANCED INVESTIGATION
A study of major case preparation and analysis including homicide investigation procedures and forensic techniques. Prerequisite: PSCI 140

PSCI 245 (2754) 3 Credits
ACCIDENT INVESTIGATION
A study of the techniques used in vehicle traffic accidents investigation including report writing, scene reconstruction, and analysis of causes.

PSCI 246 (2726) 3 Credits
HOMICIDE INVESTIGATION
An in-depth analysis of the special problems and considerations relevant to conducting a homicide investigation. Included is a review of the special procedures, investigative techniques, and latest laboratory analyses used by the investigator.

PSCI 247 (1760) 3 Credits
DEFENSE INVESTIGATION
Considers the need for defense investigations and their role in the criminal justice system. Proper procedures for conducting such investigations are emphasized.

PSCI 270 (2799) 3 Credits
POLICE ADMINISTRATION
Provides the student with an introduction to the administration of policing agencies. Basic organizational and management principles are examined. Individual line and staff elements are also studied in terms of their purpose, organization and administration.

PSCI 272 (1716) 3 Credits
POLICE OPERATIONS
A study of the principles of organization and administration as applied to law enforcement services. Service components reviewed include patrol, criminal investigation, intelligence and vice, juvenile services, public relations, conflict management, and crisis intervention. The student will develop operational plans for one or more specialized units. New and innovative approaches to operational services are emphasized.

PSCI 277 (1722) 3 Credits
POLICE INSTRUCTIONAL TECHNIQUES
Designed for the experienced police officer who has the responsibility of instructing others, the student learns how to determine specific instructional objectives, techniques of instruction, efficient use of audio-visual aids, and evaluation techniques. The participant prepares an actual instructional session. The presentation is videotaped for personal and peer critique.

PSCI 280 (2731) 3 Credits
CRIMINALISTICS II
A survey of scientific methods of investigation. Practical experience includes recognizing, gathering, preserving, evaluating and processing evidence in the laboratory. The physical technologies used in processing criminal evidence in the police laboratory are studied. LAB FEE

PSCI 281 (2732) 5 Credits
CRIMINALISTICS III
A study of the procedures used to analyze evidence in the police laboratory. Practical application is used to study the procedures of taking evidence from the crime scene, processing the evidence to establish association with known standards, and applying the results to the criminal justice system. LAB FEE

PSCI 290 (2711) 1-5 Credits
SPECIAL TOPICS (POLICE SCIENCE)
The exploration of a specific topic (or topics) that are pertinent to students in the Police Science Technology. The topic or topics are studied by the participants in a group with a structured format.

PSCI 291 (2700) 1-5 Credits
INDIVIDUAL STUDY (POLICE SCIENCE)
Individual study or research relating to the Police Science Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

PSYC 150 (0050) 3 Credits
INTRODUCTION TO PSYCHOLOGY
A survey of the background, development, and current thinking in psychology. The course includes an overview of the major areas of psychology. Special emphasis is given to the areas of learning, memory, intelligence, consciousness, personality and abnormal behavior.

PSYC 151 (0051) 3 Credits
DEVELOPMENTAL PSYCHOLOGY
The study of the physical, emotional, social and intellectual development of an individual from conception to death. Emphasis is on the normal growth and development of the individual with some discussion of genetic and environmental factors that can cause developmental abnormalities in individuals.

PSYC 152 (0052) 3 Credits
ABNORMAL PSYCHOLOGY
An overview of the characteristics of emotional disturbances, mental illnesses, and related social deviance in the United States. This includes the mild stressful situations, as well as severely disrupting breakdowns. Discussions include the identification, diagnosis, and treatment of mental disturbances.

PSYC 153 (0054) 3 Credits
INDUSTRIAL PSYCHOLOGY
Introduces the student to the principles, theories and concepts of industrial psychology. Emphasis is placed on the application of these ideas for the entry level and lower management employee. Some of the areas covered are personnel selection and placement, leadership, motivation, job satisfaction, environmental effects on the work place and work ethics.

PSYC 154 (0071) 3 Credits
INTERPERSONAL RELATIONSHIPS
This course is designed to familiarize the student with various interpersonal processes through lecture, discussion and experiential tasks. Information presented is aimed at personal growth and development leading to enhanced relationships in one's life.

PSYC 155 (0488) 3 Credits
HUMAN SEXUALITY
A frank discussion course in human sexuality, including physiological aspects. Consideration is given to the broad spectrum of sexuality, including those practices that deviate and those that may be considered pathological. Emphasis, however, is on the positive nature of sexuality.

PSYC 156 (0058) 1-2 Credits
PSYCHOLOGY MODULE: PERSONAL DEVELOPMENT
Designed to help the student adjust to college life. Personal development through self-assessment of learning styles, study skills, time management, coping with stress and test anxiety is emphasized.

PSYC 157 (0059) 3 Credits
PSYCHOLOGY: ITS APPLICATIONS
A practical course designed to assist the student in applying previously learned psychological principles to the specific technology in which he is enrolled, utilizing a case study and "hands-on" type of experience.

PSYC 160 (0411) 5 Credits
BEHAVIORAL SCIENCES STATISTICS
Measures of central tendency, variability, correlation; sampling distributions and statistical inference; simple tests of hypotheses.

RE 101 (2565) 3 Credits
REAL ESTATE PRINCIPLES
An introduction to real estate as a business and profession. Topics include license, law, ethics, purchase agreements, escrow and title work, advertising, appraisals, sales, market trends, the role and influence of real estate in the economy, taxes and assessments.

RE 102 (2528) 3 Credits
REAL ESTATE LAW
The legal phase of realty transaction, from the listing of the property to the closing of the escrow. A review for owners, brokers, salesmen, mortgage and escrow officers.

RE 103 (2568) 3 Credits
REAL ESTATE FINANCE
Study of financial instruments, availability of mortgage credit, risk analysis, and federal agencies influencing real estate transactions.

RE 104 (2583) 3 Credits
REAL ESTATE APPRAISAL
Real estate appraisal concerns in estimating the values of property. Topics covered are salvage, book, investment, esthetic, sentimental, cash, replacement and market values; how these values are related to real property values and how appraisal values can then be used.

RE 105 (2569) 3 Credits
REAL ESTATE SALES
Deals with current sales techniques and everyday problems in selling and sales management with emphasis on consumer motivation and reactions.

RE 106 (2570) 3 Credits
REAL ESTATE BROKERAGE
Study of efficient operation of a sales and brokerage office including salesmen-broker relations, terminology, listings, purchase agreements, loans, land contracts, office location, records and procedures.

RE 107 (2567) 3 Credits
REAL ESTATE MANAGEMENT
A study of real estate management including the areas of leasing, maintenance, budgeting, creative market analysis, public relations, collections, office procedures, zoning and development.

RE 108 (2566) 3 Credits
VALUATION OF RESIDENTIAL PROPERTIES
Study of elements which affect values of residential properties with an emphasis on methods of evaluating property.

RE 109 (2571) 3 Credits
VALUATION OF INCOME PROPERTIES
A study of factors which influence the value of commercial properties including demonstrations of the methods used to determine the appraisal cost, and analysis of comparative and capitalization approaches.

RE 110 (2572) 3 Credits
LAND TITLE SEARCH
Information practice in how to search out a title to real estate.

RE 111 (2597) 3 Credits
SPECIFIC TOPICS IN REAL ESTATE
A course in the GRI program covering residential, land development, industrial and rural real estate, single family housing and condominium, investment analysis, government taxation, and regulations.

REC 110 (2358) 1 Credit
CHAINSAW OPERATION
A hands-on experience in the operation and maintenance of chainsaws commonly used in the maintenance and management of recreation and wildlife areas. The operational skills are designed for individuals unfamiliar with safety and operational techniques related to the maintenance and operation of the chainsaw. Safety is strongly stressed throughout the course. LAB FEE

REC 111 3 Credits
DENDROLOGY (RECREATION AND WILDLIFE)
Field identification of the woody plants of Ohio, primarily by leaf and fruit characteristics, with emphasis also on buds, twigs, bark, and habitat. A leaf collection is a requirement of the course.

REC 113 (2383) 1 Credit
WATERCRAFT OPERATION AND MAINTENANCE
A basic course concerned with the handling and operation of boats, motors, trailers and accessories. All legal requirements concerning equipment necessary to meet state and federal watercraft specifications are covered. LAB FEE

REC 114 (2382) 1 Credit
RECREATION MANAGEMENT SEMINAR
Speakers from a variety of agencies concerned with the management of natural resources participate in this course. Educational requirements of prospective employees, projection of job opportunities, and methods of applying for specific jobs are covered. Job hunting/securing techniques are stressed.

REC 120 (1318) 1 Credit
WOODSHOP
A hands-on experience in the operation and maintenance of power woodshop equipment commonly used in the maintenance and management of recreation and wildlife areas. The operational skills are designed for individuals with limited practical knowledge of motorized equipment. In the woodshop, the use and identification of hand tools is discussed. Safety is also strongly stressed throughout the course. LAB FEE

***REC 121 (1301) 2 Credits**
OHIO TREES
Field and laboratory identification of Ohio woody plants in the winter condition by keys, buds, twigs, bark, and habitat. Included are discussion of major communities and introduction to ecological principles and terminology.

***REC 122 (1305) 3 Credits**
GAME ANIMALS OF EAST CENTRAL UNITED STATES
A study of the life history, habitat and distribution of common game animals of East Central U.S. Lab work includes sexing and aging techniques, waterfowl identification, track and scat identification, food analysis, study of skin preparation and small mammal identification.

REC 123 (1302) 2 Credits
CARTOGRAPHY
Consists of lecture and lab time in which a theoretical understanding of maps and map making are combined with technical skill development exercises designed to help students develop talents necessary to manipulate, enlarge and transcribe maps for other uses.



REC 130 (2361) 1 Credit
RECREATION AREA EQUIPMENT
A hands-on experience in the maintenance and operation of tractors and farm machinery commonly used in the maintenance and management of recreation and wildlife areas. The operational skills are designed for individuals unfamiliar with safety and operational knowledge of different types of tractors and farm machinery use. Safety is strongly stressed throughout the course. LAB FEE

REC 131 (1331) 3 Credits
FIELD BIOLOGY
Covers identification of the spring flowering plants, life histories, habitat requirements and field identification of reptiles, aquatic insects, and amphibians. Also included is an introduction to fresh water ecology and associated habitats.

REC 132 (0334) 3 Credits
GEOLOGY
Assists the student in understanding the scope and purpose of the science of geology. It teaches students the basic considerations and procedures in identifying common rocks and minerals, the conditions and processes that form the Earth and how these Earth-forming processes affect man and man's use of the Earth.

REC 133 (1342) 2 Credits
SEARCH, RESCUE AND SURVIVAL
Explains and tests under realistic conditions skills such as rappelling, dragging, searching for lost persons, rescue operations and survival techniques. Techniques and equipment used in land, air, and water search and rescue are studied. Types of operations, organization leadership, and participation are also covered. Basic first aid and medical self-help techniques are studied and applied to hypothetical situations. Upon successful completion of the course the student receives a basic first aid certificate from the American Red Cross, and the U.S. Department of Defense, Office of Civil Defense. LAB FEE

REC 134 (1307) 3 Credits
ENVIRONMENTAL PROBLEMS (RECREATION)
A study of the human influence on the environment. Emphasis is on air, water, land, noise and population. Student orientation is toward awareness, observation and evaluation of these problems.

REC 135 (2341) 2 Credits
INTERPRETIVE GRAPHICS
Includes an experience in the operation and basic maintenance of common audio-visual equipment, and equipment used in the production of audio-visual and graphics materials. Also included are media production visual graphic techniques for effective and creative presentations and displays.

REC 136 (1308) **2 Credits**
WILDLIFE INVESTIGATION TECHNIQUES
A course designed to prepare the student for later work in Wildlife Management. Studies concentrate on techniques used to evaluate wild game populations. Included are auditory survey, trapping, habitat evaluation, photographic techniques, wildlife writings, preservation of biological materials and field habitat improvement.

REC 137 **3 Credits**
OUTDOOR CONCEPTS AND TECHNIQUES
This course is designed to provide students with an understanding of how to apply ecological concepts to learning styles, retention rates of learning and split brain studies to enhance awareness and appreciation of the outdoors. Emphasis will be placed on teaching through the use of visuals and experiential learning. These activities have use with groups at camps, schools, and in parks.

REC 140 **3 Credits**
CAMP COUNSELING
A course designed to familiarize students with needs of camps, aspects of applying for jobs, responsibilities of the counselor to the camp director, campers, parents and other counselors and the characteristics of being a good camp counselor.

***REC 210 (2381)** **3 Credits**
PROBLEMS IN ECOLOGY
A thorough study of local plant communities, succession and forest types, major North American vegetational types, and the ecology of Ohio. Lab and field work include analysis of vegetation types in various communities by the use of plot surveys and line transects.

REC 211 (2356) **3 Credits**
SOILS
An introductory course in the principles of soil science and their application to soil and land management.

REC 212 (1343) **2 Credits**
WATER SAFETY AND RESCUE
Involves the study of watercraft safety, theory, and practical application of safe boating skills exercised by the watercraft officer. Also, it involves a general overview of watercraft accident investigation. Training in basic water safety, basic watercraft safety and the use of pertinent sections of the Ohio Revised Code are also covered. LAB FEE

REC 213 (1304) **3 Credits**
FISH ECOLOGY
Identification, ecology and morphology of fishes. Influence of aquatic organisms on abundance of fish, recognition of various aquatic habitat types, and methods of sampling fish populations are covered.

REC 214 (0056) **3 Credits**
OHIO PERSPECTIVES
A cultural-historical geography course focusing on the gateway State of Ohio. It considers regional interrelationships of physical features, settlement patterns, population, economics, transportation and the resulting evolution of Ohio's varied cultural landscapes and cultural heritage. It pursues the study of man on the land through time. Emphasis is on developing historical research skills and involves individual projects and class field trips.

***REC 215 (2398)** **3 Credits**
INTRODUCTION TO WILDLIFE MANAGEMENT
A review of the theory and techniques of wildlife management with emphasis on forest game. Laboratory and field work include population dynamics, habitat evaluation, habitat management planning, species management, censusing, aging and sexing, wildlife and waterfowl identification.

REC 221 (1354) **3 Credits**
FISH MANAGEMENT I
An introduction to some of the physical, chemical, biological, and sociological factors that influence fisheries and their management. Some techniques of measuring, monitoring, or altering these factors are practiced in laboratory.

REC 222 (2303) 2 Credits
MANAGEMENT OF RECREATION AREAS
Explores the physical and administrative aspects of recreation management. The development and maintenance of recreation areas and facilities such as trails, campgrounds, and picnic areas are studied, along with legal bases for parks, budgets, and land property rights.

REC 223 (2750) 2 Credits
INTERROGATION AND INTERVIEWING
Identifies and studies practical and systematic methods of obtaining information from subjects in accordance with state and federal guidelines.

REC 224 (1346) 3 Credits
INVESTIGATIONS
Covers fundamentals of investigation including theory of investigation, conduct and procedure at crime scenes, and interviewing. A survey of the field of forensic sciences and utilization of the crime laboratory in investigations are studied. Physical evidence collection, identification, preservation, transportation, chain of custody, crime laboratory capabilities and limitations, examination of physical evidence within resources of the investigator and demonstrations of laboratory criminalistics are also examined.

REC 225 (0013) 3 Credits
CULTURAL RESOURCES
Introduces the concepts of historic preservation. The major focus of the course is on identifying and interpreting cultural resources in Southern Ohio's Appalachian region. Students learn to seek out and assess the resource within an area and to make them available to the public either through conservation or recreation. The course involves hands-on skills, oral history collection, field trip observation, production of a journal, and public programming through the forestry museum.

REC 226 3 Credits
DEVELOPING AND DESIGNING OUTDOOR STUDY SITES
A course designed to survey existing and potential outdoor education sites. Emphasis will be placed on identifying and evaluating specific learning areas and the activities that would best show the ecological concepts that exist on the site. Travel to existing sites that are used by outdoor educators will provide insights into the informal education field.

REC 232 (1306) 3 Credits
PARK LANDSCAPING
A study of the horticultural requirements associated with operation of park wildlife areas. Included are investigations involving soils (physical properties, erosion control, profiles, testing and capabilities), fertilizing, liming, seeding, transplanting large trees and shrubs, grafting, pruning, pesticides and their control, and lawn establishment.

REC 233 (2308) 3 Credits
ORNITHOLOGY
A field study of local birds including both migrants and residents. Habitat requirements, nesting habits, general behavioral patterns and anatomical characteristics are studied in the field and classroom.

REC 234 (1350) 3 Credits
ARCHAEOLOGY
A branch of anthropology which studies the material remains of past cultures. Its goal is to better understand the present by attempting to understand the past through examining the reciprocal effects of man and technology. There are lab and field exercises to understand and teach these techniques.

REC 235 (2337) 2 Credits
GUIDED INTERPRETIVE ACTIVITIES
Deals with conducted activities involving guided walks and tours, and giving talks. Off season-off site work with school groups, garden clubs, and other organizations is undertaken by students.

REC 236 (2339) 2 Credits
EXHIBIT AND VISITOR CENTER DESIGN
Designed to give the student insight into the various types of displays and environments in which exhibits are displayed with an emphasis on the functional differences between museums and interpretive cen-

ters. Basic principles of design such as symmetry, color, object placements, and lighting are discussed.

REC 237 (2338) 2 Credits
SELF-GUIDED INTERPRETIVE ACTIVITIES
Deals with non-conducted interpretive activities. Emphasis is placed on interpretive medium production such as recorded messages, signs and labels, interpretive publications, self-guided tours, and self-guided trails.

REC 238 (1358) 4 Credits
FISH MANAGEMENT II
Methods and techniques used in sampling fish populations and aquatic environments. Evaluation and application of fish management techniques are covered. Prerequisite: REC 221

REC 239 (2399) 4 Credits
WILDLIFE MANAGEMENT
Designed to put into practical application the preparation the student has obtained from previous course work. Techniques of manipulating wildlife populations through management are stressed. Much of the field work is conducted in public wildlife areas.

REC 240 (1347) 2 Credits
ENVIRONMENTAL ENFORCEMENT PROBLEMS
Examines specific problems in natural resources enforcement as related to air, water, forestry, wildlife, reclamation, etc. Individual and corporate violations are studied. The student exercises practical applications of previously learned skills to specific investigations of environmental laws.

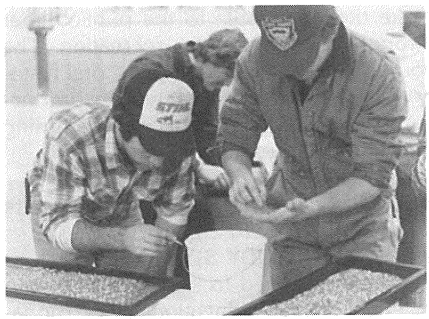
REC 241 (1356) 4 Credits
FISH HATCHERY MANAGEMENT
Designed to emphasize cold water culture, warm water culture, and fish health. The course stresses the importance of hatcheries and disease diagnosis and control.

REC 290 (1364) 1-5 Credits
SPECIAL TOPICS (RECREATION AND WILDLIFE)
The exploration of a specific topic (or topics) that are pertinent to students in the Recreation and Wildlife Technology. The topic or topics are studied by the participants in a group with a structured format.

REC 291 (3202) 1-5 Credits
INDIVIDUAL STUDY (RECREATION AND WILDLIFE)
Individual study or research relating to the Recreation and Wildlife Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

REC 292 (1383) 1-3 Credits
FIELD EXPERIENCE (RECREATION AND WILDLIFE)
Field experience in natural resources and related vocations when positions are available. Students pay a tuition fee and are evaluated on their work. Periodic checks by the staff are made with the student and supervisor of the work area.

RET 100 (1259) 3 Credits
RETAIL MANAGEMENT
An introduction to the retail industry with a management perspective. The course includes a study of the structure and opportunities in retailing, franchising, location and layout, organization, sales promotion, customer services, merchandise management and control, buying procedures, markup, pricing, stock turnover, and analysis of current merchandising policies. A review of selected management cases is also covered.





RET 200 (1599) 3 Credits
SALES PROMOTION
Covers in-store display of merchandise and promotion of the store. Areas included are store layout and floor design, merchandise display, window dressing and display, advertisement of special sales, and public relations. Consumer buying habits and motivation factors are studied to determine public relations guidelines for a retail business.

RET 210 (2525) 3 Credits
RETAIL BUYING
A study of the buying function and its place within the overall retail organization. Areas covered are resources, product differentiation, buying techniques and practices, merchandising at different levels and pricing. Other areas directly associated with the buying function are covered in other courses.

RET 211 (2527) 3 Credits
RETAIL LAW
A study of the Uniform Commercial Code and its applications to retailing management.

RET 220 (2263) 3 Credits
ADVERTISING
A study of external advertising for a retail operation covering the six basic advertising areas: television, radio, newspaper, magazine, direct mail and outdoor. Advertising theory is discussed in Sales Promotion; therefore, advertising concentrates on practical matters such as budgeting, media selection, copywriting, layout and design, campaign construction and market segmentation. Lab hours are used for class and external projects in advertising in conjunction with local business.

RET 230 (2580) 4 Credits
RETAIL STORE OPERATIONS
A study of daily operations in retail institutions with emphasis on the manager's role and responsibility.

RET 235 (1266) 3 Credits
PRINCIPLES OF APPAREL MANAGEMENT
This course is an introduction to basic principles in the world of textiles and fashion. It provides a foundation for understanding the apparel industry and applying its concepts to the business world.

RET 240 (1512) 4 Credits
OPERATIONS ANALYSIS
Placed in the last quarter and designed as a "capstone" course where students must use knowledge gained in the previous quarters. The lab hours are used to try out methods, ideas, and theories in order that the student acquire a feeling for implementing and evaluating concepts. Two hours of lecture bring students together to pool ideas and experiences for evaluation. The case study method of teaching is used.

RET 290 (1278) 1-5 Credits
SPECIAL TOPICS (RETAIL MARKETING MANAGEMENT)
The exploration of a specific topic (or topics) that are pertinent to students in the Retail Marketing Management Technology. The topic or topics are studied by the participants in a group with a structured format.

RET 291 (2203) 1-5 Credits
INDIVIDUAL STUDY (RETAIL MARKETING MANAGEMENT)
Individual study or research relating to the Retail Marketing Management Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

SEC 100 (1240) 3 Credits
BEGINNING TYPING
Designed for beginning typing students at college level. Those who have had no previous training begin by learning the keyboard. The course offers a quick review of elementary typing knowledge to students with previous training and then allows them to progress at their own rate—typing letters, tables, and reports.

SEC 101 (1241) 3 Credits
INTERMEDIATE TYPING
Increases speed and accuracy through the use of special drills and Diatype analyzers. Production rate of letters, tables, manuscripts, and business forms is developed. Various letter styles, table styles, and manuscript styles are taught. Prerequisite: SEC 100

SEC 102 (1248) 2 Credits
ADVANCED TYPING
A continuation of Typing II to improve speed and accuracy and develop a proficiency for the production of business letters, tables, forms, and reports commonly found in the general office, accounting office, executive office, technical office, and professional office. The student types fairly difficult ditto masters and stencils. Prerequisite: SEC 101

SEC 105 3 Credits
INTRODUCTION TO PERSONAL SHORTHAND
A course which teaches the theory of Personal Shorthand, a completely alphabetic system of notetaking. No characters except the letters of the alphabet are used. Intended for personal use or for notetaking in business offices.

SEC 106 3 Credits
ADVANCED PERSONAL SHORTHAND
A continuation of Introduction to Personal Shorthand. Speed in taking dictation should increase to an employable stenographic level of 70 to 80 words per minute. Prerequisite: SEC 105

SEC 107 1 Credit
TELEPHONE SKILLS
A detailed course involving all aspects of telephone use in an office. This includes using single-line telephones to the multibutton computerized system, recording messages, knowing long distance procedures, using directory assistance, and handling emergency situations. In addition, the student will observe and use the HTC switchboard.

SEC 110 (1215) 3 Credits
BEGINNING OFFICE ADMINISTRATION
This course presents a realistic overview of the modern business office. Methods that the secretary will encounter in any size office, and professional procedures for carrying out these duties are presented. These include handling of mail, postal services, receptionist duties, and records management. Opportunities in the secretarial field and the various levels of secretarial work are explored. Personal qualifications, proper attitude, and conduct are stressed through problem-solving situations.

SEC 111 (1216) 3 Credits
ADVANCED OFFICE ADMINISTRATION
This is a continuation of Beginning Office Administration and gives the executive assistant background to lend administrative support to today's busy executives; to use judgment and make decisions; to work without supervision; and to be able to apply word processing principles to process information.

SEC 130 (1245) 3 Credits
BEGINNING SHORTHAND
Planned for the beginning shorthand student at the college level with no prior training. The student begins by learning to construct basic shorthand outlines.

SEC 131 (1246) 3 Credits
INTERMEDIATE SHORTHAND
A continuation of shorthand theory. This course further develops word and phrase building and increases dictation speed through the use of the wireless learning system. Transcription of business letters from shorthand notes is further developed. The material for practice and dictation is organized according to types of businesses. Prerequisite: SEC 130

SEC 132 (1247) 3 Credits
ADVANCED SHORTHAND
A continuation of shorthand theory. This course further develops word and phrase building and increases dictation speed through the use of the wireless learning system. Transcription of business letters

from shorthand notes is further developed. The material for practice and dictation is organized according to types of businesses. Prerequisite: SEC 131

SEC 135 (1254) 1 Credit
INTRODUCTION TO WORD PROCESSING
An introductory course designed to acquaint the students with the concepts, terminology, and operations of word processing. The student can receive hands-on experience on microcomputers and the IBM Displaywriter. Prerequisite: SEC 180

SEC 150 (2290) 1 Credit
MEMORY TYPEWRITER
Independent study course planned for students who have completed Advanced Typing. Students become proficient in operating the IBM Memory Typewriter. The skills learned in this course should transfer to the Mag Card II and other automatic typewriters. Prerequisite: SEC 100

SEC 151 (2289) 1 Credit
MAG CARD TYPEWRITER
An independent study course planned for students who have completed Advanced Typing. Students become proficient in operating the IBM Mag Card II Typewriter. The skills learned in this course transfer to other automatic typewriters. Prerequisite: SEC 100

SEC 160 (1218) 1 Credit
TECHNICAL OFFICE EXPERIENCE
Provides the student with hands-on technical experience by utilizing Hocking Technical College resources. Prerequisite: Third quarter standing/or instructors permission

SEC 170 (2421) 3 Credits
SHORTHAND REFRESHER
A review of the principles of Gregg Shorthand. Emphasis will be placed on speed development and transcription skills.

SEC 180 (0222) 1 Credit
KEYBOARDING
Offers basic instruction on the alphanumeric keyboard and the 10-key numeric pad. Students who need to operate a computer terminal receive basic skills which allow them to key in information swiftly and efficiently.

SEC 182 2 Credits
GENERAL OFFICE PRACTICE
This course will be an overview of receptionist duties, filing procedures, maintaining a tickler file, operating electronic printing and display calculators, setting up and organizing a work station, and processing mail.

SEC 185 (1698) 2 Credits
BASIC ELEMENTS OF TYPING
Designed for beginning typing students at the college level. The course involves learning the machine parts and their uses, horizontal and vertical centering, and typing letters, tables, and manuscripts.

SEC 200 (2278) 3 Credits
INTRODUCTION TO TRANSCRIPTION
An introductory course using the desk top transcriber and cassettes. Equipment and transcribing techniques are stressed to produce mailable copy. The student is also introduced to word processing concepts and terminology. Communication skills and proofreading skills are strongly emphasized. Prerequisite: SEC 102

SEC 210 2 Credits
INTERMEDIATE WORD PROCESSING
This is a second-level course in word processing where the student can learn more about word processing concepts, terminology, logging and measurement as well as additional training on the Displaywriter, microcomputer and electronic typewriter. It is a required course for all secretarial science students and for those students pursuing the word processing certificate. Prerequisites: SEC 100 and SEC 135

SEC 220 (2280) 3 Credits
OFFICE ORGANIZATION AND MANAGEMENT
Designed for prospective secretaries expected to assume some of the duties of an office manager. The basic principles governing effective supervision, office organization, the functions of management, the office environment, and current employment and personnel practices are discussed. Prerequisite: SEC 112

SEC 230 (2279) 3 Credits
ADMINISTRATIVE TRANSCRIPTION
A continuation of Introduction to Transcription. The student develops proficiency in producing mailable copy of dictated letters, memos, reports, and material with changes and corrections. Prerequisite: SEC 200

SEC 240 (1219) 3 Credits
WORD PROCESSING APPLICATIONS
This is an advanced course in word processing applications available as an elective for those students seeking the word processing certificate. It will be arranged on an independent study basis. Prerequisites: SEC 101, SEC 210, SEC 150, SEC 200, and SEC 151

SEC 260 (1242) 3 Credits
ADMINISTRATIVE TYPING
Develops the student's ability to type difficult material so that it is acceptable in a business office. Most copy is unarranged —much of it is in longhand. Following instructions, implied as well as stated, is required. Through the use of simulations the course provides realistic experiences with a variety of activities representative of the tasks performed by executive and administrative secretaries. Prerequisite: SEC 102

SEC 270 (2215) 3 Credits
LEGAL TERMINOLOGY AND TYPING
Introduces legal terminology and typing of documents. The definition and spelling of legal terms and a variety of correct formats for legal typing are taught. Proofreading skills are essential. Prerequisite: SEC 102

SEC 280 (2214) 3 Credits
LEGAL MACHINE TRANSCRIPTION
Covers the use of the cassette transcriber to type legal documents and the techniques of machine transcription. Correct spelling, punctuation, and placement are stressed, as well as accurate proofreading. Prerequisites: SEC 200 and SEC 102

SEC 285 (2212) 1 Credit
RESEARCH AND CITATION FORM FOR THE LEGAL SECRETARY
Designed to give the student an introduction to terminology explicit to legal research. The student becomes familiar with a law library and is introduced to the use of law books and the law library. Exposure to the large library and the library maintained in a private law firm are also components of this course. Proper legal citation form is covered.

SEC 286 1 Credit
ELECTRONIC OFFICE SIMULATION
This microcomputer course provides a hands-on experience using an electronic simulation to perform such automated tasks as electronic records management, payroll processing, processing business forms, inventory management, checkbook management, billing, and basic math calculations. Prerequisites: SEC 100 and SEC 210

SEC 290 (1279) 1-5 Credits
SPECIAL TOPICS (SECRETARIAL SCIENCE)
The exploration of a specific topic (or topics) that are pertinent to students in the Secretarial Science Technology. The topic or topics are studied by the participants in a group with a structured format.

SEC 291 (2201) 1-5 Credits
INDIVIDUAL STUDY (SECRETARIAL SCIENCE)
Individual study or research relating to the Secretarial Science Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

SEC 295 (2282) 1 Credit
SECRETARIAL SEMINAR
Topics relating to the secretarial profession are discussed in an informal group setting. Prerequisite: Sixth Quarter Standing

SEC 296 (2209) 2 Credits
PRACTICUM (SECRETARIAL SCIENCE)
Planned for the secretarial student with sixth quarter standing to provide on-the-job experience before graduating. The student works under the supervision of an administrative secretary or administrative assistant in the option chosen—medical, legal, executive, or general. Prerequisite: Sixth Quarter Standing

SEPS 100 (1743) 3 Credits
INTRODUCTION TO SECURITY
A study of the historical, philosophical, and legal bases of the security profession. A review of the various types of security roles is included.

SEPS 105 (1746) 2 Credits
PHYSICAL SECURITY
Covers all aspects of physical security including protective devices and electronic systems, building construction, perimeter protection, and overall security planning and analysis.

SEPS 106 (1747) 3 Credits
RETAIL SECURITY
A study of the operation and function of security departments in retail establishments. Particular problem areas such as shoplifting and employee theft are explored and applicable laws and procedures are reviewed.

SEPS 200 (1742) 3 Credits
CURRENT SECURITY PROBLEMS
Examines contemporary issues in the security field. Topics are from current problems or innovations in areas related to security, including the effects of these problems and a review of possible solutions.

SEPS 205 (2729) 3 Credits
INSTITUTIONAL SECURITY
An introduction to the responsibilities of security departments at institutions such as hospitals, schools, museums and other public buildings. The course includes an analysis of special security problems encountered in each of these institutional settings.

SEPS 206 (2145) 3 Credits
INDUSTRIAL SECURITY
Provides the student with conceptual as well as practical skills in the legal aspects of patrol functions, gate duty, fixed-post loss prevention, and special situations encountered in the industrial setting.

SEPS 207 (1758) 3 Credits
BANK SECURITY
A study of the principles and practices of security measures for banks and other financial institutions and the rules establishing minimum standards under current federal and state legislation.

SEPS 208 (2758) 5 Credits
PRIVATE SECURITY
A comprehensive overview of the private security function including investigative skills, legal considerations, court procedures, and disaster planning.

SEPS 211 (1755) 3 Credits
SECURITY INTELLIGENCE
Addresses the proper techniques for developing an intelligence unit within a law enforcement agency as well as the constitutional questions related to collecting and dispersing intelligence information.

SEPS 270 (1749) 3 Credits
SECURITY ADMINISTRATION
An introduction to basic principles of supervision and leadership as well as an exploration of various administrative and organizational approaches to security organizations and operations.

SEPS 274 (1757) 3 Credits
SECURITY RESEARCH
An overview of existing research in the security field and its application to present and future security operations. Students also conduct a research project in analyzing risk management through a security needs assessment survey.

SEPS 290 1-5 Credits
SPECIAL TOPICS (SECURITY)
The exploration of a specific topic (or topics) that are pertinent to students in security and protective services. The topic or topics are studied by the participants in a group with a structured format.

THS 110 (2330) 2 Credits
TREE IDENTIFICATION
Identification of Eastern commercial tree species in both tree and log form. Bark characteristics are stressed as the primary identification feature.

THS 111 (2323) 4 Credits
DIESEL, GAS, SMALL ENGINE REPAIR
A course in the routine maintenance and light repair of internal combustion engines, both two and four cycle. LAB FEE

THS 112 (2328) 6 Credits
TIMBER HARVESTING SKILLS I
An introduction to the use, operation, safety, and maintenance of logging machinery, including rubber-tired skidder, bulldozer and knuckleboom loader.

THS 113 (2357) 4 Credits
SAFETY, FIRST AID AND CARDIOPULMONARY RESUSCITATION
Course includes an introduction to Worker's Compensation, legal rights and penalties, safety responsibility, accident investigation, inspection, housekeeping, pinch points and guarding, hand and powered hand tools, material handling, equipment, single objective safety, job safety analysis, safety rules and regulations, personal protective equipment, multi-media first aid and cardiopulmonary resuscitation techniques.

THS 120 (2326) 4 Credits
HYDRAULICS AND MECHANICAL SYSTEMS MAINTENANCE AND REPAIR
General theory, design, and function of hydraulic systems and drive chain components of forest harvesting machinery. LAB FEE

THS 121 (2331) 2 Credits
WELDING
A course in the principles of joining and cutting metals using a gas and electric welding apparatus. LAB FEE

THS 122 (2307) 6 Credits
TIMBER HARVESTING SKILLS II
A course in correct and safe chainsaw operation as well as chainsaw repair and maintenance. As skills progress, the student is introduced into the total harvesting sequence, including correct marking and bucking of tree lengths into appropriate roundwood products. LAB FEE

THS 123 (2313) 2 Credits
TIMBER AND LOG SCALING
Applied scaling practices and grading for hardwood sawtimber, pulpwood and logs.

THS 130 (2325) 12 Credits
TIMBER HARVESTING SKILLS III
A field course concentrating on the development of logging skills. The student operates and develops skills using chainsaws, crawler tractor, rubber-tired skidder, knuckleboom loader, and all other tools, equipment and supplies involved in producing and marketing logs and pulpwood. LAB FEE

THS 131 (2311) 3 Credits
TIMBER HARVESTING SEMINAR
Weekly discussion of harvesting events as experienced in class. Certain related subjects are introduced and discussed.

TRAV 189 1 Credit
SERVICE LEARNING IN TRAVEL: WINTER
A continuation of Service Learning in Travel-Fall. Allows students to further develop their skills by working directly with the community on various promotional projects.

TRAV 190 (1551) 1 Credit
SERVICE LEARNING IN TRAVEL: FALL
Allows students to develop personal contact with the traveling public while they work at local tourist information centers dispensing information and giving directions.

TRAV 191 (1552) 1 Credit
SERVICE LEARNING IN TRAVEL: SPRING
Students staff local tour facilities in the Spring for the State of Ohio and lead local tours.

TRAV 192 (1547) 3 Credits
TOURISM INDUSTRY PRACTICUM
Students spend 16 hours each week in a tourism-related business operation practicing the integral skills required for professional development.

TRAV 193 (1549) 1 Credit
TOURISM INDUSTRY SEMINAR
Discusses the various problems, situations, and possible solutions of the individual student practicums.

TRAV 250 (1550) 3 Credits
SALES AND MARKETING FOR TRAVEL AND TOURISM
Teaches the student procedures for effectively dealing with a client on a one-to-one basis, techniques for marketing group tours to diverse groups of individuals, and techniques for soliciting corporate business.

TRAV 260 (1548) 3 Credits
CONVENTION AND SEMINAR MANAGEMENT
Provides the student with insight into the development and promotion of conventions and seminars and associated travel arrangements, utilizing the TWA PARS computer system and guest lecturers.

TRAV 262 3 Credits
CASE STUDIES IN TRAVEL MANAGEMENT
Will focus on the duties and responsibilities of management level personnel in the travel industry.

TRAV 265 (1540) 3 Credits
WORLD TOURS (MEXICO, HAWAII, CARIBBEAN)
Focuses on the domestic/international aspect of the travel industry—Mexico, Hawaii, and the Caribbean; arranging transportation via air and other modes. Developing tours and a sense of geographical skills are main features of this course.

TRAV 266 (1543) 3 Credits
WORLD TOURS (EUROPE, ASIA, SOUTH AMERICA, AFRICA, AUSTRALIA)
A study of the five continents of Europe, Asia, Africa, South America, and Australia in relation to the scheduling of flights and surface transportation for the purpose of planning and developing individual and group tours.

TRAV 270 (1533) 3 Credits
INTERNATIONAL RESERVATIONS AND TICKETING (TWA PARS)
Features the international aspects of the travel agency and deals mainly with the TWA PARS computer system and its applications.

TRAV 280 (1536) 2 Credits
TOUR DEVELOPMENT
This course focuses on the preparation and development of motor coach tours throughout the State of Ohio. This will include the budgeting involved in motor coach tours.

TRAV 290 (1280) 1-5 Credits
SPECIAL TOPICS (TRAVEL AND TOURISM)
The exploration of a specific topic (or topics) pertinent to students in the Travel and Tourism Technology. The topic or topics are studied by the participants in a group with a structured format.

TRAV 291 (2206) 1-4 Credits
INDIVIDUAL STUDY (TRAVEL AND TOURISM)
Individual study or research relating to the Travel and Tourism Technology. Topics are arranged with permission of an instructor in the technology on an individual basis.

TRAV 292 (1539) 1-3 Credits
FIELD EXPERIENCE (TRAVEL AND TOURISM)
On-the-job training in a travel and tourism facility through special arrangement with a Travel and Tourism Technology instructor.

TRAV 295 (1537) 1 Credit
TRAVEL INDUSTRY SEMINAR
Discusses the various problems, situations and possible solutions of the individual student practicums.

TRAV 296 (1541) 3 Credits
TRAVEL INDUSTRY PRACTICUM
Students spend 16 hours per week in a travel-related business applying, in a practical manner, previous classroom learning experiences.

TRC 110 (0317) 3 Credits
CLIMBING
Orientation to equipment and the use of equipment in urban forestry. Use of climbing saddle, ropes, and knots is taught for beginners.

TRC 111 (0316) 4 Credits
DIAGNOSTIC TREE CARE
Designed to familiarize the student with common problems of diagnostic tree care. Laws and rules governing the use of pesticides and information to acquire applicator's license are also reviewed.

TRC 112 (0315) 4 Credits
MECHANICS OF TREE CARE
Familiarizes students with the cultural requirements of trees in urban plantings. Recognition and treatment of major tree problems is covered along with the proper use of fertilizer and pesticides.

TRC 113 (2329) 4 Credits
TREE CARE EQUIPMENT
Covers the operation and maintenance of equipment and tools used by arborists. It includes brush chippers, trucks, trailers, stump grinders, power sprayers, chainsaws, brush saws, and hand tools.

TRC 115 (0314) 4 Credits
ADVANCED CLIMBING
Instructs students in the methods of trimming trees and removal techniques for large trees near electrical hazards and structures. Safe methods for roping branches down, chain saw use up in trees and the use of climbing spikes are covered.

TRAV 150 (1531) 3 Credits
INTRODUCTION TO TRAVEL INDUSTRY
Familiarizes the student with basic operation of travel agency from overview of job function to reference materials used. The course also investigates tour operation, OAG's, reservations (tour, cruise, hotel, car), record keeping, and tariffs.

TRAV 154 3 Credits
TRAVELOGUE CENTRAL USA
This course will provide an overview of the geography, history, economy and culture that comprise the various regions of the Central United States. Special emphasis will be placed on the attractions and scenic beauty which draw tourists to the various regions.

TRAV 155 (1545) 3 Credits
TRAVELOGUE EASTERN USA
Familiarizes the student with the attractions, points of interest and most popular cities in the states east of the Mississippi. Students learn how to mark maps and the terminology found in travel guides.

TRAV 156 (1544) 3 Credits
TRAVELOGUE WESTERN USA
Familiarizes the student with the Western United States through research into attractions, points of interest and tourism promotion.

TRAV 160 (1535) 3 Credits
TOUR GUIDES AND SERVICES
Shows methods of customizing and packaging tours and trips, as well as examining ways of successfully interacting with group members and meeting group needs. A comprehensive study of the major responsibilities a guide or escort must assume to be successful is also included.

TRAV 170 (1546) 3 Credits
DOMESTIC RESERVATIONS AND TICKETING
An introduction to TWA's computerized reservation system (PARS) as it relates to the travel industry.



TRAV 171 **2 Credits**
COMPUTER APPLICATIONS IN TRAVEL (AMTRAK, HOTELS, CARS)
Utilizing TWA's PARS System of Computer Based Instruction, to achieve reservations for Amtrak and various hotel chains as well as car rental agencies.

TRAV 180 (1553) **3 Credits**
LEGAL ASPECTS OF TRAVEL PROGRAM
Covers the many facets of legal procedures involving travel agencies and their relationships with airlines, wholesalers, suppliers, clients and the general public.

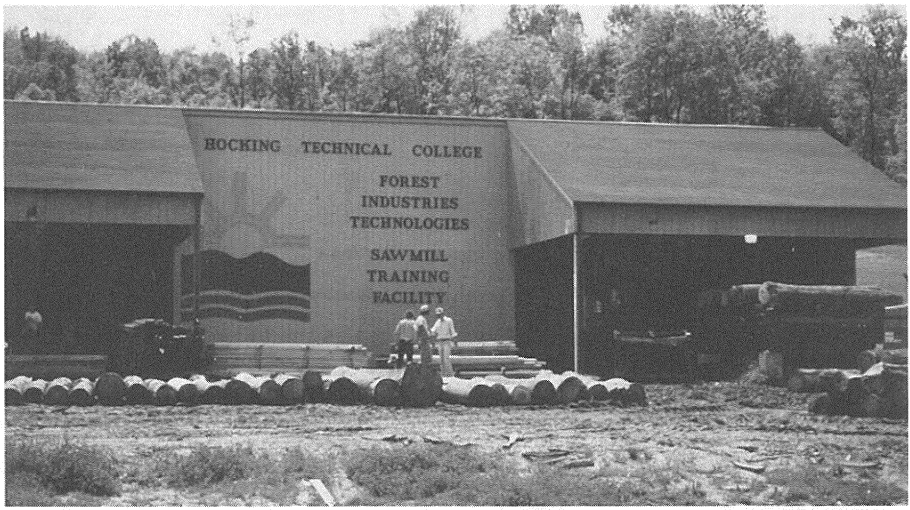
SLG 110 (2342) **4 Credits**
LUMBER GRADING I
The basic principles of hardwood lumber grading and log yields in grade. Interpretation and use of NHLA rules, board measure, surface measure, cutting units, applied lumber grading, lumber tally techniques, introduction to trade improvements and wood identification are covered.

SLG 111 (2345) **2 Credits**
LOG GRADING AND SCALING
The measurement and quality evaluation of hardwood sawlogs as practiced in the hardwood lumber industry.

SLG 112 (1359) **12 Credits**
SAWMILL OPERATION I
Emphasis on sawmill mechanics, saw feeds and speeds, saw filing, hydraulic, electrical and mechanical systems, and sawmill alignment. An introduction to hardwood grade lumber sawing and the operation of various types of machinery found in a hardwood circle mill are also included. LAB FEE

SLG 122 (1360) **16 Credits**
SAWMILL OPERATION II
Elaboration of Sawmill Operation I with emphasis on grade sawing, and sawing for speed and accuracy. LAB FEE

SLG 130 (2343) **6 Credits**
LUMBER GRADING II
Application of hardwood lumber grading principles relative to the hardwood lumber market. The basic principles of softwood grading, application of NHLA rules in grading stack lumber, grade improvement,



wood identification, lumber handling techniques, and introduction to green chain grading are covered.

SLG 131 (2344) 6 Credits
LUMBER GRADING III
Course covers application of NHLA rules in green chain grading, grade improvement, lumber stack grading, and shipping procedures.

SLG 254 (2346) 2 Credits
DRY KILN OPERATION
Theory and operation of dry kilns used for rapid economical seasoning of hard and softwood lumber. Moisture relationships, testing techniques, and degrade control are emphasized.

SOCI 166 (0069) 3 Credits
APPALACHIAN OHIO CULTURE
Explores the historical and social influences that have shaped Appalachian culture, particularly in the Ohio Appalachian region. Emphasis is on the history of the Ohio Appalachian region, the various ethnic migrations and social groupings in the area, and the culture as expressed through regional arts and crafts, music, religion, and various significant industries in the area such as farming, coal mining, forestry, state parks, and ceramics. Students have an opportunity to explore the history and cultural influence of their own technology in the region.

SOCI 167 (0074) 1-3 Credits
STUDENT LEADERSHIP
Enables student leaders to function more effectively in student organizations. Instruction is provided in the fundamentals of leadership and basic procedures necessary to effectively manage small group interaction appropriate for student organizations. Students are given practical experience through role playing in structured exercises. Enrollment must be approved by Student Senate.

SOCI 168 (0029) 1 Credit
SURVIVAL IN THE REAL WORLD
Supplements technical skills by providing students with the skills and information necessary to manage and cope with day to day socialization. This course covers such topics as airline and train reservations, hotel and motel accommodations, insurance information, establishing credit, business lunches, dining know-how, telephone manners, apartment shopping and so forth.

SOCI 160 (0060) 3 Credits
INTRODUCTION TO SOCIOLOGY
An overview of the prime aspects of human society and social behavior. Theory, current thinking and contemporary social issues will be the focus for discussion. Included topics are normative and deviant behavior, social institutions and social stratification.

SOCI 161 (0062) 3 Credits
SOCIOLOGY OF FAMILY
Designed to examine marriage and family as social institutions in our society. Focus of the course is on family composition, gender and sex roles, foundations of marriage, methods of communication, life cycles of the family, parenting, and family dysfunctions. Cultural comparison of various family and marriage forms will also be discussed.

SOCI 162 (0063) 3 Credits
URBAN SOCIOLOGY
An overview of urbanization and the problems it creates in our society. Stress is put on the historical development and the recent emergence of the city as the dominant feature of modern social life. Demographic and ecological patterns and the social organization of urban regions are emphasized.

SOCI 163 (0016) 3 Credits
HUMAN RELATIONS AT WORK
The study of concepts, skills and techniques which relate to the human aspects of work. This course emphasizes a study of human interactions in work settings and developing techniques for enhancing these interactions.

SOCI 164 (0017) 3 Credits
THE INDIVIDUAL AND THE WORKPLACE
PACE course designed to provide psychological information about the student's interaction with the self and others and to help the student apply this information to personal work life. (This course is a General Studies alternative to Human Relations At Work).

SOCI 165 (0015) 3 Credits
CROSS-CULTURAL STUDIES
This course will introduce the student to the similarities and differences of people from various racial and cultural heritages. In addition, the course will include discussion of people from diverse groups living in the United States.



Please send me information on the following programs:

BUSINESS TECHNOLOGIES

____ Accounting
____ Business Management
____ Computer Science
____ Culinary Arts
____ Financial Management
____ Hotel/Restaurant Management
____ Retail Marketing Management
____ Secretarial Science
____ Travel and Tourism

ENGINEERING TECHNOLOGIES

____ Automotive Service Management
____ Broadcast
____ Ceramic
____ Electronic
____ Drafting and Design
____ Heat Processing
____ Oil Well Drilling and Production

HEALTH CAREER TECHNOLOGIES

____ Dietetic
____ Emergency Medical
____ Fire and Emergency Services
____ Medical Assistant
____ Medical Record
____ Nursing

NATURAL RESOURCES TECHNOLOGIES

____ Recreation and Wildlife
____ Forestry
____ Timber Harvesting/Tree Care
____ Sawmill/Lumber Grader
____ NPS Seasonal Ranger

PUBLIC SERVICE TECHNOLOGIES

____ Corrections
____ Police Science
____ Environmental Management

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Mail to: **Hocking Technical College,** Nelsonville, Ohio 45764
Telephone (614) 753-3591 or toll free in Ohio 1-800-282-4163

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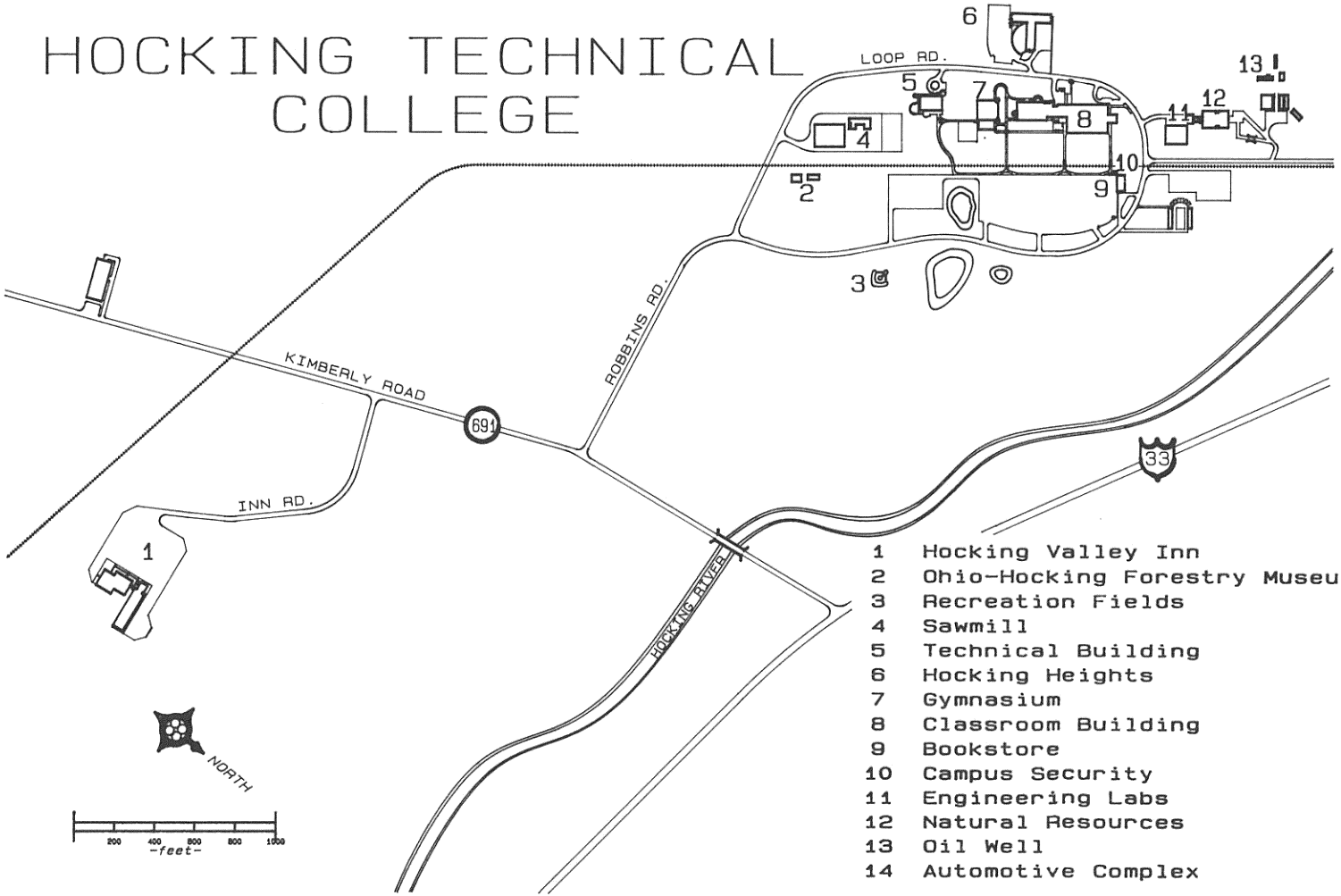
HOCKING TECHNICAL COLLEGE



1 Hocking Valley Inn
2 Ohio-Hocking Forestry Museum
3 Recreation Fields
4 Sawmill
5 Technical Building
6 Hocking Heights
7 Gymnasium
8 Classroom Building
9 Bookstore
10 Campus Security
11 Engineering Labs
12 Natural Resources
13 Oil Well
14 Automotive Complex



Hocking Technical College
Nelsonville, Ohio 45764

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