College Catalog

2020-2022
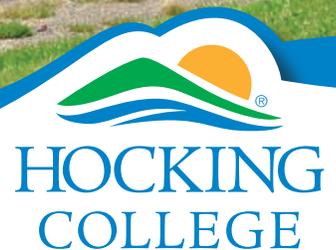
HOCKING COLLEGE

hocking.edu

Welcome to Hocking College!

If you are a hands-on learner and you enjoy experiencing things, not just learning about something, you have found your ideal place to learn at Hocking College. Your educational pathway includes industry relevant certificate(s), an associate degree and a pathway to an advanced degree in your chosen field.

You will be inspired everyday by qualified faculty with credentials and relevant experience in their field. They will share with you the knowledge and skills to follow your dream career and great stories from their real world experience. Our faculty are available in and out of class and serve as your advisor to help you navigate your college path through to a career.

You will form life-time friendships among faculty and staff dedicated to you and your success. You will find support programs designed to assure you don't fall through the cracks academically and community support services designed to keep you in school and see you graduate.

Southeastern Ohio is a community of "can do" people. Hocking College provides the environment for you to grow in that "can do" mind-set needed for a life of success in your chosen career. Experience Hocking College and get the Hocking Advantage to achieve your dreams.

Sincerely,

Betty Young, Ph.D., J.D., LL.M.
President Hocking College
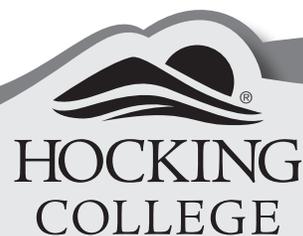
HOCKING COLLEGE

Mission

Adopted by the Hocking Board of Trustees

We serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.

Purposes

Technical Career Preparation and Enhancement

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

General Education

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

Transfer

The college collaborates with other institutions of higher education, high schools and career centers to facilitate students' smooth passage between institutions. The transfer module, associate of individualized studies, applied associate degrees, and transfer agreements with other institutions of higher education facilitate the transfer of programs and courses.

Supplemental Instruction

Hocking College's Supplemental Instruction model provides students with 'just-in-time' support in their English Composition I, College Algebra, and Introduction to Statistics courses, respectively. Hocking College uses multiple measures for placing students into supplemental instruction (ACT/SAT/ACCUPLACER Testing/writing samples) and once placed, students receive additional support for their coursework.

Economic Development

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

Lifelong Learning

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

Co-Curricular Education

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

HOCKING
COLLEGE
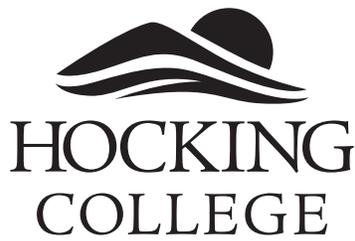
Important Contact Information

Academic Success Center 740.753.7103	Library 740.753.6332
Admissions 740.753.7050	McClenaghan School of Hospitality 740.753.7601
Bookstore 740.753.6188	Office of Military and Veteran Affairs 740.753.7055
Cashier 740.753.7029	Regional Campus: Logan 740.380.9315
Community Relations/Marketing 740.753.6523	Regional Campus: Perry 740.342.3337
Foundation and Alumni Relations 740.753.7010	Registrar 740.753.7042
Financial Aid	School of Arts, Business and Science 740.753.7122
A-L... 740.753.7056	School of Health and Safety
M-Z 740.753.7058	School of Allied Health and Nursing.................. 740.753.6376
Human Resources 740.753.6181	School of Public Safety Services 740.753.6451
International Services 740.753.7214	School of Natural Resources 740.753.6304

General Information

The Hocking College catalog is published annually. The catalog is intended for use from August 2019 through August 2021. The college may modify curriculum during the year.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and Hocking College. Failure to read this catalog does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the college reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered to be desirable or necessary.

Hocking College does not discriminate based on race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status or any other legally protected class in admission of students, educational programs and policies, employment or other activities.

Notice Of Privacy Rights (FERPA)

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

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

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

parents; (2) those records that are excluded from the FERPA determination of educational records.

Students who believe that their educational records are inaccurate, misleading or in violation of their privacy rights may ask to have them corrected. Additional information regarding this policy may be found on the Hocking College website.

Notice of Non-Discrimination

Hocking College does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. The following personnel has been designated to handle inquiries regarding the college's non-discrimination policies, to receive discrimination/harassment complaints from members of the college community, and to monitor the institution's compliance with sate and federal non-discrimination laws and regulation:

For Students:
Jacqueline Hagerott
Vice President, Campus & Community
    Relations/Ombudsman
Administrative Services
Nelsonville JL 151
740-753-7006
hagerottj@hocking.edu

For Employees:
Elizabeth Dennis
Director of Human Resources
Human Resources
Nelsonville OAKL 210f
740-753-6449
dennise31771@hocking.edu

Accreditation

Hocking College is accredited by the Higher Learning Commission, an independent corporation.

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

Table of Contents

Academic Calendar

2020-2021

Summer Term (May 18-Aug. 7, 2020)
Last Day to Register (12 week courses) .... May 17, 2020
Summer Term Begins (12 week courses) .... May 18, 2020
Holiday: Memorial Day **(College Closed)** .... May 25, 2020
Census Date (15th day of term) .... June 1, 2020
Summer Graduation Application Due .... June 12, 2020
Last Day to Register (8 week courses) .... June 14, 2020
8 Week Courses Begin .... June 15, 2020
Last Day to order Caps/Gowns .... July 3, 2020
Holiday: Independence Day (Observed) **(College Closed)** .... July 3, 2020
Last Day to Drop/Withdraw (12 week and 8 week courses) .... July 17, 2020
Summer Term Ends .... Aug. 7, 2020
Summer Commencement .... Aug. 8, 2020

Autumn Term (Aug. 17-Dec. 4, 2020)
Start week .... Aug. 10, 2020
Last Day to Register (16 week courses/first 8 week courses) ..... Aug. 16, 2020
Autumn Term Begins (16 week courses/first 8 week courses) ... Aug. 17, 2020
Census Date (15th day of term) .... Aug. 31, 2020
Holiday: Labor Day **(College Closed)** .... Sept. 7, 2020
Autumn Graduation Application Due .... Sept. 11, 2020
Last Day to Drop/Withdraw (first 8 week courses) .... Sept. 18, 2020
Last Day to Register (second 8 week courses) .... Oct. 11, 2020
Second 8 Week Courses Begin .... Oct. 12, 2020
All HC Learning Day (All Students, Faculty & Staff 8-5)
   (All evening Courses held) .... Oct. 21, 2020
Last Day to Order Caps/Gowns .... Oct. 23, 2020
Holiday: Veterans Day **(College Closed)** .... Nov. 11, 2020
Last Day to Drop/Withdraw
   (16 week and Second 8 week courses) .... Nov. 13, 2020
Holiday: Thanksgiving Break **(College Closed)** .... Nov. 26-Nov. 27, 2020
Autumn Term Ends .... Dec. 4, 2020
Autumn Commencement .... May 8, 2021
End of Term for Faculty .... Dec. 9, 2020
Winter Break: **(College Closed)** .... Dec. 21, 2020-Jan. 8, 2021

Spring Term (revised) (Jan. 18-May 7, 2021)
Holiday: New Years Day (College Closed) .... Jan. 1, 2021
College Opens .... Jan. 11, 2021
Start week .... Jan. 11, 2021
Last Day to Register (16 week courses/ first 8 week courses) .... Jan. 17, 2021
Holiday: Martin Luther King Day **(College Closed)** ...... Jan. 18, 2021
Spring Term Begins (16 week courses/ first 8 week courses) ..... Jan. 18, 2021
Census Date (15th Day of Term) .... Feb. 1, 2021
Spring Graduation Application Due .... Feb. 12, 2021
Last Day to Drop/Withdraw (first 8 week courses) .... Feb. 19, 2021
Last Day to Register (second 8 week courses) .... March 14, 2021
College Opens Second 8 Week Courses Begin .... March 15, 2021
All HC Learning Day (All Students, Faculty & Staff 8-5)
   (All evening Courses held) .... March 24, 2021
Last Day to order Caps/Gowns .... March 26, 2021
Holiday: Good Friday **(College Closed)** .... April 2, 2021
Last Day to Drop/Withdraw
   (16 week and Second 8 week courses) .... April 16, 2021
Spring Term Ends .... May 7, 2021
Spring Commencement .... May 8, 2021
End of Term for Faculty .... May 10, 2021

2021-2022

Summer Term (revised) (May 10-July 30, 2021)
Last Day to Register (12 week courses) .... May 09, 2021
Summer Term Begins (12 week courses) .... May 10, 2021
Census Date (15th day of term) .... May 24, 2021
Holiday: Memorial Day **(College Closed)** .... May 31, 2021
Summer Graduation Application Due .... June 04, 2021
Last Day to Register (8 week courses) .... June 06, 2021
8 Week Courses Begin .... June 07, 2021
Last Day to order Caps/Gowns .... June 30, 2021
Holiday: Independence Day (Observed) .... July 05, 2021
Last Day to Drop/Withdraw (12 week and 8 week courses) .... July 09, 2021
Summer Term Ends .... July 30, 2021
Summer Commencement .... July 31, 2021

Autumn Term (Aug. 16-Dec. 3, 2021)
Start week .... Aug. 09, 2021
Last Day to Register (16 week courses/first 8 week courses) ..... Aug. 15, 2021
Autumn Term Begins (16 week courses/first 8 week courses) ... Aug. 16, 2021
Census Date (15th day of term) .... Aug. 30, 2021
Holiday: Labor Day .... Sept. 06, 2021
Autumn Graduation Application Due .... Sept. 10, 2021
Last Day to Drop/Withdraw (first 8 week courses) .... Sept. 17, 2021
Last Day to Register (second 8 week courses) .... Oct. 10, 2021
Second 8 Week Courses Begin .... Oct. 11, 2021
All HC Learning Day (All Students, Faculty & Staff 8-5)
   (All evening Courses held) .... Oct. 20, 2021
Last Day to Order Caps/Gowns .... Oct. 22, 2021
Holiday: Veterans Day .... Nov. 11, 2021
Last Day to Drop/Withdraw
   (16 week and Second 8 week courses) .... Nov. 12, 2021
Fall Break: **(College Open)** No Courses-No Faculty ...... Nov. 22-Nov. 24, 2021
Holiday: Thanksgiving Break **(College Closed)** .... Nov. 25-Nov. 26, 2021
Autumn Term Ends .... Dec. 08, 2021
Autumn Commencement .... Dec. 11, 2021
End of Term for Faculty .... Dec. 13, 2021
Winter Break: **(College Closed)** .... Dec. 20, 2021-Dec. 31, 2021

Spring Term (Jan. 11-May 7, 2022)
Holiday: New Years Day .... Jan. 01, 2022
College Opens .... Jan. 03, 2022
Start week .... Jan. 03, 2022
Last Day to Register (16 week courses/first 8 week courses) ..... Jan. 09, 2022
Spring Term Begins (16 week courses/first 8 week courses) ..... Jan. 10, 2022
Holiday: Martin Luther King Day .... Jan. 17, 2022
Census Date (15th Day of Term) .... Jan. 24, 2022
Spring Graduation Application Due .... Feb. 04, 2022
Last Day to Drop/Withdraw (first 8 week courses) .... Feb. 11, 2022
Spring Break: **(College Closed)** .... March 7-March 11, 2022
Last Day to Register (second 8 week courses) .... March 13, 2022
College Opens Second 8 Week Courses Begin .... March 14, 2022
All HC Learning Day (All Students, Faculty & Staff 8-5)
   (All evening Courses held) .... March 23, 2022
Last Day to order Caps/Gowns .... March 25, 2022
Holiday: Good Friday .... April 15, 2022
Last Day to Drop/Withdraw (16 week and Second 8 week courses) .. April 15, 2022
Spring Term Ends .... May 06, 2022
Spring Commencement .... May 07, 2022
End of Term for Faculty .... May 10, 2022

Our Vision

Hocking College Board of Trustees, Administration, Faculty and Staff share a vision that honors the Hocking College legacy of innovation and creativity; delivering relevant programs in high demand career pathways including transfer programs. Hocking College will be a partner and a leader in regional economic development to address social and economic disparity and provide upward mobility to those we serve. We aspire to provide an affordable comprehensive college experience with opportunity for development of the mind, body and spirit in an inclusive atmosphere for those who seek a relevant world-class hands-on experiential learning experience in a caring, supportive and nurturing environment.

Values

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

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

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

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

Commitment to Community
We value an environment that encourages input from our students, our community, and each other. We foster a culture of community, both within the bounds of Hocking College

and in the society in which we work and live. We value new, continued and renewed partnerships that unite the campus and community. Service learning is an integral part of student success and encourages us to keep our thoughts trained to the greater good of our decisions.

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

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

Commitment to Diversity

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

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

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

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

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

Programs of Study

School of Arts, Business & Science
Ryan Rieder, Dean

- Accounting & Financial Services
- Art & Design
- Associate of Arts
- Associate of Individualized Study
- Associate of Science
- Associate of Technical Study
- Business Management & Entrepreneurship
- Cyber Security & Network Systems
- Early Childhood Education
- Fashion
- Film & Video Production
- Music Management
- Website & Application Development

School of Health and Safety
Dr. Anne Loochtan, Dean

- Addiction Counseling
- Criminal Justice-Major in Law Enforcement
- Dental Hygiene
- Fire & Emergency Services
- Fitness Management
- Laboratory Sciences-Major in Medical Laboratory
- Massage Therapy
- Medical Assistant
- Medical Records-Health Information Management
- Nursing-Practical Nursing
- Nursing- Registered Nursing
- Physical Therapist Assistant
- State Tested Nurse Aide

School of Natural Resources
Dr. Daniel Kelley, Dean

- Agroecology
- Animal Assisted Therapy-Major in Canine
- Animal Assisted Therapy-Major in Equine
- Ecotourism & Adventure Leadership
- Equine Health & Complementary Therapies
- Farrier Science & Business
- Fish Management & Aquaculture Sciences
- Forest Management
- Natural Resources Law Enforcement
- Parks & Museum Education
- Water & Wastewater Management
- Wilderness Horsemanship
- Wildlife Resources Management
- Wildlife Resources Management

School of Workforce Development
Sean Terrell, Dean

- Advanced Energy
- Advanced Manufacturing and Engineering Technologies
- Automotive Technology
- Baking
- Construction Mgt-Carpentry
- Construction Mgt-Commercial & Residential Electricity
- Culinary Arts
- Fermentation Science
    - Fermentation Science-Major in Brewing
    - Fermentation Science-Major in Culinary Fermentation
    - Fermentation Science-Major in Distilled Spirits
    - Fermentation Science-Major in Viticulture
- Heavy Equipment Management
- Hotel & Restaurant Management
- HVAC
- Laboratory Sciences-Major in Cannabis Laboratory
- Laboratory Sciences-Major in Chemical Laboratory

Title IV Certificate
(Eligible for Federal Financial Aid)

- EMT-Paramedic Certificate
- Firefighter Certificate
- GIS/GPS Certificate
- Heavy Equipment Operator Certificate
- Massage Therapy Certificate
- Ohio Peace Officer Training Academy
- Timber Harvesting & Tree Care

Non-Title IV Certificate
(Not eligible for Financial Aid)

- Baking
- Commercial Driver License Certificate
- Cooking
- Real Estate Certificate
- Welding Certificate

Accreditation

Hocking College is accredited by the Higher Learning Commission, an independent corporation.

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

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

Program	Accrediting/Approving Agency
Baking	American Culinary Federation (ACF)
Business	Accreditation Council for Business Schools and Programs (ACBSP)
Commercial Driver's License	Ohio Department of Public Safety and the Ohio Department of Transportation
Culinary Arts	American Culinary Federation (ACF)
Dental Hygiene	Commission of Dental Accreditation/CODA
EMT/Advanced EMT	Ohio Department of Public Safety, Division of EMS
Fire Program	Ohio Department of Public Safety, Division of EMS (charter 315)
Forest Management	Society of American Foresters (SAF)
Health Information Management	Certified Associate in Health Information & Management Systems (CAHIMS) / Health Information Management System Society Certified Billing and Coding Specialist (CBCS) / National commission for certifying agencies Certified Electronic Health Records Specialist (CEHRS) / National commission for certifying agencies
Massage Therapy	The State Medical Board of Ohio
Medical Assisting	Medical Assist Education Review Board (MAERB)
Medical Laboratory Technician	The National Accrediting Agency for Clinical Laboratory Science (NAACLS)
Nursing	Ohio Board of Nursing/Approving Agency Accreditation Commission for Education in Nursing -ACEN (RN Only)
Paramedic	Commission on Accreditation of Allied Health Education Programs as recommended by the Committee on Accreditation of EMS Programs
Physical Therapy Assistant Program	Commission on Accreditation of Allied Health Education Programs (CAPTE)
Welding	American Welding Society (AWS) American Society of Mechanical Engineers: ASME Section XI Boiler and Pressure Vessel Code American National Standard: D1.1 Structural Weld Code Book 2015

About Hocking College

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

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

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

Board of Trustees

Jeanie R. Addington.....................................*New Lexington, Ohio*
Certified Public Accountant

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

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

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

Daniel Fischer .... *Logan, Ohio*
President and CEO of Citizens Bank

Leon Forte.. *Nelsonville, Ohio*
Founder and Senior Pastor of Grace Christian Center

Tom Johnson.. *Somerset, Ohio*
Mayor, Village of Somerset

Ben Mitchell .... *Glenford, Ohio*
North American Strategic Marketing Management Team,
AkzoNobel Coatings, Inc.

Excellence and Relevance in Education

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

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

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

Catalog/Curriculum in Force Policy

Requirements for a student to complete a degree are based initially on the Hocking College catalog/curriculum which is in force at the time of the student's first term of credit enrollment. When a student stops attending, he/she is no longer considered an active student. Once a student is inactive for one academic calendar year or two consecutive semesters, upon re-admission to the College, the student will begin the program under the most current Hocking College catalog/curriculum.

When a student changes his/her program of study, the student will be placed into current catalog year at the time of the program change.
For the purposes of this policy, an academic calendar year is considered two semesters Autumn & Spring.

Success Skills

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

The Success Skills were reviewed by the entire Hocking College faculty, adopted by faculty referendum and the Board of Trustees in 1992. They have been regularly reviewed by the Success Skills Learning Community to ensure their continued significance in our ever changing world.

The Success Skills state the intention that each Hocking College graduate can:
· Communicate effectively (CE)
· Maintain professional skills and attitudes (PA)
· Demonstrate learning, critical thinking and problem solving skills (CT)
· Maintain a code of ethics (ET)
· Practice human relation skills (HR)
· Demonstrate math skills (MS)
· Demonstrate community, cultural and global awareness (GA)
· Implements career-appropriate technology (IT)

Assessment of Student Academic Achievement

Hocking College's assessment program supports the institution's mission, ensuring that we maintain programs of excellence, by assessing the academic achievement of its students. The college also assesses the effectiveness of developmental programs designed to enable under-prepared students to complete college level courses. Measuring students' abilities and knowledge allows faculty to make educated continuous quality improvements by adjusting how and what they teach. In addition, assessment information is reported to federal, state and regional bodies and to external agencies that accredit Hocking's programs of study. The institution measures student academic achievement through multiple measures including: evaluation of the practicum or clinical experience; performance and traditional testing; licensure/certification examination results; capstone experiences; student, graduate and employer surveys; along with other methods. Students participate in these important activities to assure themselves and others the highest quality education.

Enrollment Procedures

New Student Admissions

Admissions

877.HOCKING | 740.753.7050 or **admissions@hocking.edu**

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

Hocking Showcase

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

Discover Hocking

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

Individual Visits

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

Transfer Student Admissions

A student wishing to transfer credits into Hocking College must complete the new student admissions process. Students must have earned a grade of C or higher. Grades of "pass" and "credit" are considered for transfer credit. In compliance with the Ohio Transfer and Articulation Policy, grades of D- will be accepted for all college-level courses from an Ohio public institution.

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

International Student Admissions

Hocking College seeks a culturally diverse campus and welcomes international student applicants. International Student

Services will evaluate each applicant and determine issuance of an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) after obtaining the following documentation:

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

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

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

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

College Credit Plus
Hocking welcomes College Credit Plus students who demon-strate college readiness in grades seven through twelve. There are two opportunities for eligible student to earn college credit while still in high school. They may take classes through the college both on campus or online. In addition, the college has many classes offered by our high school partners throughout the state.

Student Admission with Degree Pathway Articulation Agreement
Hocking College has developed Degree Pathway articulation agreements with numerous high schools and career centers throughout the state of Ohio. Students who successfully complete high school courses designated in degree pathway articulation agreements may receive college credit at Hocking College. Application and verification of successful completion must be provided prior to registration. Applications and

information are available by visiting **visiting hocking.edu/transfer-resource-center**.

Veteran and Military Student Services
Hocking College is committed to providing high-quality academic and student support services to Veterans, Active-Duty Service members, Reservists, National Guard members, and Military Families. We ensure our support processes align with and adhere to all applicable federal and state laws, DoD Instructions, Dept. of Education guidelines as well as Veterans Administration (VA) policies and procedures. We are intent on administering Veterans, Military members, and dependents earned education benefits in a manner which provides the highest return on investment possible for the student. Hocking College is Regionally Accredited through The Higher Learning Commission. In addition the school is approved by the State Approving Agency of Ohio as a GI Bill® participating institution and is a participating institution under the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU). This enables our Veterans and Military students to select from multiple service connected funding sources.

Hocking College offers scholarships to qualified veterans and immediate family members to cover the out-of-state surcharge. Eligible veterans or military members with 90 days or more of honorable service in one of the uniformed services, or the immediate family of such veterans or military members are eligible for the scholarship.

Proof of eligibility
- Military/Veteran Member – provide copy of DD-214
- Dependent spouse – provide marriage and copy of spouse's DD-214
- Dependent children – provide copy of birth certificate, copy of parent's, DD-214
- Dependent step-children – provide copy of birth certificate, parents' marriage license and parent's DD-214 (Marriage must have occurred during time of services for step child to be eligible for scholarship).

Hocking College Veteran and Military Student Services Office Will Help You Achieve Your Goals In Higher Education by:
- Providing education benefits counseling to help you maximize funding sources linked to your military service
- Providing information and assistance in filing your VA Education claim, Certifying hours of enrollment, and processing GI Bill® / VA benefit payments

- Evaluating your Military training and experience for transfer credit purposes and providing information on sources of transfer credit to include; Joint Services Transcript (JST), Community College of the Air Force (CCAF) Transcript, College Level Examination Program (CLEP), and Prior Learning Assessment (PLA)
- Assisting you in obtaining Tuition Assistance from your Branch of Service (Current Service Members only)
- Connecting you with Hocking College and community student support services
- Providing a place to unwind and connect with fellow Veterans/Military members (Veterans Lounge - JL 261B)
- Helping Veterans and Service Members resolve barriers preventing them from obtaining their education goal
- Giving Veterans and Service Members a 20% discount on books in the Hocking College Bookstore
- Providing Priority Registration periods for Veterans and Service members.

Veteran and Military Student Services Contacts:
Krista Moore, VA School Certifying Official
740.753.7066, moorek@hocking.edu
Stephen Powell, Veteran and Military Student Success Advocate, 740.753.7055, powells25816@hocking.edu

Open Enrollment

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

Reasonable Accommodation

It is the policy of Hocking College to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. The Rehabilitation Act and the ADA require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the college. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities in the most integrated setting. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7103.

Inquiries regarding compliance with any of these federal regulations may be directed to Human Resources, Oakley 210.

Advanced Credit Options

Some students arrive with a wealth of experience and may be eligible to receive college credit for knowledge gained prior to arriving on campus. Prior Learning Credit Award Policy is in effect to ensure academic integrity and the long-term success of our students. Hocking College accepts the following valid certifications as evidence for granting Credit by Advance Standing credit for specific curriculum course(s) based on course outcomes alignment. Students seeking any other Prior Learning credit are required to register for GS 2200 Prior Learning Portfolio course and submit a comprehensive portfolio for review of relevant prior learning experiences.

Hocking College recognizes valid and current CPR and First Aid certifications from the following organizations as *Credit By Advanced Standing* for meeting course objectives for EM 1134 CPR Professional/First Aid for Health Care Provider:
- American Heart Association
- American Red Cross
- American Safety and Health Institute (ASHI)

Hocking College does not accept any CPR or First Aid cards that are obtained only online.

Hocking College recognizes valid certifications from the following organizations as *Credit by Advanced Standing* for meeting course objectives for specific courses:
- State of Ohio CDL permit = ERT 1175 CDL Preparation
- State of Ohio CDL license (A or B) = ERT 1177 CDL
- OSHA 30-hr Safety Certificate = CM 1101 Construction Safety
- OSHA 40-hr HazWoper Certificate = GENV 2225 OSHA HazWoper Health and Safety Training
- OSHA 40-hr WFR Certificate = ECO 2229 Wilderness First Responder
- Soren Eriksson/Game of Logging Training Certificate = NRM 1110 Chainsaw Operations and Maintenance
- PADI/SDI/ERDI/TDI Scuba Certificate = ECO 1199 Open and Advanced Water SCUBA or NRM 1177 SCUBA Diving
- National/State Recognized Welding Certificate (that requires at least 120 lab hours) = NRM 1119 Natural Resources Welding, ERT 1121 Welding, or FMAQ 1119 FMAQ Welding
- Incident Qualification Card (Red Card), Wildland Firefighting = FOR 1149 Basic Wildland Firefighting
- State of Ohio Pesticide Applicators License = LAND 2221 Pest Management or FOR 2219 Reforestation and Pesticide Management

- State of Ohio Surveying License = NRM 1123 Surveying and Mapping
- ServSafe = CULA 1109 Safety and Sanitation

The fee for Credit By Advanced Standing will be waived for the above list.

Affirmative Action Statemen

Hocking College does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Questions about this should be directed to the Human Resources Department, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7040. Accommodations for persons with disabilities may be made through the Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7104.

Registration

Advising

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

Students are assigned an academic advisor from their department during the first term of classes. This information is located on the student's Self-Service account. If a student does not have an advisor or would like to change advisors, they should see the administrative assistant in their academic department.

Advisors are required to keep regular, posted office hours each week to assist students with academic concerns and scheduling of classes. However, students also have a responsibility to become familiar with the college systems and program requirements and to seek out academic advice as they progress through their programs.

After meeting with your advisor, students will register for courses using Self-Service. Tutorials are available at **www.hocking.edu**.

Additional assistance may be found in the academic departments.

To register for courses, a student must not have a past due balance and must have financial arrangements in place (paid in full, financial aid or sponsorship coverage, or be enrolled in the payment plan). The student must also complete the Financial Responsibility Agreement form.

Two ways to register for classes:
1. **Self Service:** Students must complete all pre-requisites courses (if applicable), the course must be open and not at course capacity.Registering for classes through Student Planning requires a User Name and Password.
2. **Registrar's Office:** To register for classes at the Records Office, a student Must have a completed form with all course numbers and sections and departmental signatures.

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

Academic Calendar

Hocking College follows a 16-week semester calendar. Each semester has 2, 8-week terms. Courses designed in an 8-week format for a full immersion into subject areas. Students will take a smaller course load each term (8-weeks). Limited number of 16-week courses are available based upon program requirements.

To easily identify when a course is offered see the Section ID Key below

Course Format	Section Begins with
16-week	A
1st 8-week	B
2nd 8-week	C
Modular – less than 8 weeks	M
College Credit Plus – located in High Schools*	X

* Only available to students in select high schools

Student Financial Responsibility Agreement
- Student is required to electronically sign and submit this form prior to registering for classes. Students will need to have his/her email username and password to complete the form.
- Student can enroll in courses that have not yet started. Student is responsible for payment of all fees incurred including instructional and general fees, course fees, program fees, books, non-refundable course fees, and any additional charges including campus housing, meals, traffic fines, parking fees, late fees and payment plan fee. Hocking

College All-Inclusive pricing can be viewed for each major at **https://www.hocking.edu/majors**.

Instructional and general fees can be viewed online at **https://www.hocking.edu/tuition-fees**.

· Student's payment options are as follows: pay the full amount at the time of registration or no later than the first day of the term; full financial aid; full third party sponsorship (must have a signed voucher from the sponsor), enroll in the term payment plan program or any combination of these options.

· Student is responsible for any additional charges due to a change in schedule.

· Modular courses may be added prior to the first day of the course. Modular courses may be dropped prior to their start date with a 100 percent adjustment except for non-refundable fees.

· Students may register for any course prior to the course term (16 weeks, 1st 8 weeks or 2nd 8 weeks). See Academic Calendar.

· It is the student's responsibility to review his/her account on Self-Service and make payments in a timely manner to avoid late fees.

Registration Deadline

Course registration will end the day prior to the start of the term (16th week, 1st 8 weeks or 2nd 8 weeks). See Academic Calendar for dates.

Withdraw from Courses

The financial obligation for registration will be cancelled in full only if the student officially withdraws by the Sunday before the first day of class. Submit a withdrawal request to **registrar@hocking.edu**. Please include your full name, student ID number (or last 4 digits of your Social Security Number), date of birth, the term you are requesting to be withdrawn from and your reason for withdrawing. Once we receive this information we can process the withdrawal.

The date we receive the complete information will be your official withdrawal date. This date determines refunds and tuition charges so please reply right away. For more information on the withdraw process, contact the Registrar's Office at **740.753.7042**.

On Campus Housing

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

1. Fill out the On-Campus Housing application and include the $50 non-refundable application fee + $400 deposit (except summer term).
2. Mail the application with a check payable to Hocking College to: **Hocking College, Attn: Cashier's Office – Housing, 3301 Hocking Parkway, Nelsonville OH 45764**.
3. Upon receipt of the housing application, payments and charges will be posted to the student's account and forwarded to the Residence Life Director.
4. A letter of confirmation will be mailed to the applicant by the Residence Life Director.

Adding and Dropping Courses

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

Once a student has officially registered for a term, course adjustments are accomplished by adding or dropping courses. This is done by properly completing and fully processing an Add/Drop Form available at the Registrar's Office, JL 184.

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

Adding a Course

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

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

Students may add 2nd 8 week courses if seats are available prior to the start of the 2nd 8 week term.

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

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

Adding a course will not be allowed after the course has started.

Adds are not official until entered into the system by the student using Self-Service or by the Registrar's Office (completed form turned in at the Records Office by the student.)

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

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

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

· Courses completed and/or with grades posted cannot be dropped.
· The last day to drop a a course will be determined according to te following schedule:
  * 16 week course – Course(s) must be dropped no later than week 10 of the semester (Friday at 5pm)
  * 1st 8-week course – Course(s) must be dropped no later than week 5th of the 1st 8-weeksof the semester (Friday at 5 pm)
  * 2nd 8-week course – Course(s) must be dropped no later than week 5th of the 2nd 8-week term. (Friday at 5 pm)
· Courses with a start date other than listed above must be dropped the day before the course begins.
· Courses dropped after the census date of the term will be a "DP" grade on the transcript (no fee adjustment).
· Drops are not official until entered into the system by the student using Self-Service or by the registrar's office (completed form turned in at the Records Office by the student).
· The student is responsible for the payment of any additional fees due to dropping a class(es).
* See Academic Calendar for dates.

Late drops must be approved by the dean of the school. Courses dropped after the second Friday of the term will receive a "DP" on their transcript (no fee adjustment).

Attendance
Student attendance in all class types and settings is critical for student success. Failure to attend class and be actively engaged will not only jeopardize the student's ability to be successful in the classroom, it could also result in the student being dropped from the class.

Attendance Policy
In support of preparing Hocking College Students for the world of work, the following procedure has been developed to model work environments they will enter upon graduation.

The expectation is that students attend all classes. In the event of illness or emergency, it may be necessary for a student to miss a class. To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework.

Failure to attend will result in an administrative drop from a course(s) as follows:

Course Length	Administratively Dropped Upon
8-week course	students have 1 Unexcused Absence
16-week course	students have 2 Unexcused Absence

In the work environment, this is a "no-call, no-show" Unexcused absences greater than the above will result in being administratively DROPPED from the course(s).

Students administratively DROPPED from a course(s) will not be re-admitted. They will be required to repeat the course to complete the program and are responsible for all associated charges.

Students will be administratively DROPPED from courses they have never attended as of the first week of the course.

Recording Attendance
Faculty are required to record attendance no later than 24 hrs after each class meeting. Faculty teaching online class(es) are required to record attendance no later than Monday at 9:00 am for the previous week.

Auditing of Courses

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

Change of Program

Students may wish to change from one program to another due to changing interest. Students should first consult their academic advisor and the current program coordinator as well as the coordinator of the program into which they wish to change. Students should complete the Change of Program form and submit to the Records Office, JL Hall 184.

Withdrawing from the College

A withdraw means dropping **all** classes from a term. If a student intends to withdraw, they should first meet with their academic advisor to discuss the request and repercussions. This process could result in academic and financial aid challenges that the student must consider.

To complete the withdraw request, the student must submit a Withdraw Request to the Registrar's Office, **registrar@hocking. edu**. The request must include student's full name, student ID number, date of birth, term of withdraw and reason for withdraw. Forms are available in the Registrar's office, JL 184.

Schedule of Account Adjustments (Dropping Or Withdrawal)

Traditional courses:
· 100% adjustment prior to the start of the course.
· No adjustment after the start of the course.

Modular Courses:
· 100% before the start of the course.
· No adjustment after the start of the course.

On-Campus Housing: (refer to Terms & Conditions in the On-Campus Housing Contract) Room fees are refundable at the following rates and are only available in the event that a resident is not enrolled for or withdraws from the current semester. Weeks are considered to close at the end of the close

of business on Friday of the week in question. Adjustments will only be processed after the resident has removed all personal items from the residence hall and has checked out with the Residence Life staff.

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

Meals:
· Unused portion is adjusted.

Parking Fee:
· Non-refundable.

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

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

All-Inclusive Pricing

In support of an All-Inclusive Pricing Model, the goal is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution; and to increase retention.

Health Center Fee: $20.00
Career Services Fee: $75.00
Learning Materials Fee: $300.00

Student Background Checks and Health Screening Procedure

Students must complete all required college admission background checks and heath screens at Hocking College Police Department (HCPD) and the Hawk's Center for Wellbeing. If a student chooses to utilize a service other than the HCPD or the Hawk's Center for Wellbeing or if the student is required to

repeat a required background check or health screen, the student is responsible for 100% of the cost and the repeated tests are not part of All-Inclusive Pricing.

The department requiring the background check and/or health screen will provide the student with a Department Order Checklist (DOC) outlining all required background checks and/or health screens, timeline for completing all required tests, hours of operation and location of HCPD and the the Hawk's Center for Wellbeing.

The employee providing the student with the Department Order Checklist will enter into ADVISE that the student received the DOC.

As part of the DOC, each student will sign a release form allowing HCPD and Genesis to release results to Hocking College.

If a student completes all required background checks and health screens and does not attend Hocking College, the student will be charged for itemized services rendered.

Learning Materials Ordering & Inventory Control Procedure (tools-of-the-trade, textbooks, etc.)

Students will receive all items required for their program upon beginning classes at Hocking College. If a student chooses to utilize a service other than the items provided by Hocking College, the student is required to present the exact items(s) day one of class for faculty members inspection and approval. The item(s) must be a 100% match to the college provided item(s). If the items are acceptable by the college, the student is responsible for 100% of the cost and is not part of All-Inclusive Pricing. Students who choose to opt out must do so in their first semester and will remain so for their entire program.

If a student registers but does not attend Hocking College and does not withdraw prior to the 1st day of the course, the student will be charged a $300 administrative fee.

All items needed for the course will be ordered directly by the school requiring the items. The Department will distribute items to students. The employee providing the student with the learning material will enter into ADVISE that the student received the specific items. The student will sign a receipt upon receiving their items.

Textbooks Loaned to Students:

The Department will distribute "textbooks on loan" to students the first day of class. The employee providing the student with the "textbooks on loan" will enter into ADVISE that the student received the specific items. The student will sign a receipt upon receiving their items and sign again once the item has been retuned at the end of the semester.

Inventory Control Procedures:

The department ordering the items needed will return surplus items to a central location in the department along with an inventory sheet no later than the 16th day of the semester. The department will review the items they have in surplus when considering how many items to order for the next semester.

If a student needs a replacement item, they will come to the central inventory location to purchase the item. Their account will be charged accordingly as replacement items are not part of the All-Inclusive Pricing model.

Student Uniform Ordering and Distributing Procedure

Students will receive all uniforms and/or duty gear required for their degree program. If a student chooses to utilize a service other than the uniform provided by Hocking College, the student is required to present the exact uniform and/or duty gear day one of class for faculty member's inspection and approval. The uniform and/or duty gear must be a 100% match to the college provided item(s). If the items are acceptable by the college, the student is responsible for 100% of the cost and is not part of All-Inclusive Pricing.

If a student registers but does not attend Hocking College and does not withdraw before the first day of the semester, the student will be charged a $300 administrative fee.

All Uniforms and/or Duty Gear will be ordered directly by the school requiring the items. Program Managers will distribute uniform packages to students. The employee providing the student with the uniform and/or duty gear will enter into ADVISE that the student received the specific items. The student will sign a receipt upon receiving their items.

Ordering

- Hocking College department will order required items directly through selected vendors on behalf of student.
- Student must go to selected vendor to get measurements and will show ID validating they are a Hocking College student.

Selected vendor will deliver individual student uniform packages to specific Hocking College department.

Tuition and General Service Fee

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

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

Room and Board – Will vary depending on accommodations.

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

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

Senior Learning

A senior adult learner must be 60 years of age or older and a resident of the State of Ohio for the immediate preceding 12 consecutive months *(Ohio Revised Code 3345.27)*. A Special/ Evening registration form must be completed. Instructional fees may be waived for a senior citizen enrolling in credit courses on an audit basis. A senior adult learner will be *REQUIRED* to pay all non-instructional fees (general fee, special course fees, etc.) and must purchase books and materials needed for the course. Registration for classes using this fee waiver policy will be on a space-available basis.

Residency Policy

Because the taxpayers of Ohio support Hocking College, out-of-state students must pay a tuition surcharge. A student's Residence is determined at the time of enrollment, according to the residency policy of the Ohio Department of Higher Education. Students must have lived in Ohio 12 months prior to enrolling at the college and should not be receiving income from out-of-state sources. Students are notified of Surcharge on their acceptance letter. For exceptions to this General Residency Rule, contact the Registrar's Office. Application for exceptions to the tuition (out-of-state) surcharge must be submitted and approved by the Friday prior to the first day of the term considered. By state law, reclassification will not be retroactive for any previous term(s). Applications received after the start of a term can only be considered for the following academic term. See Ohio Administrative Code 3333-1-10.

Payment of Fees

Payment Expectation and Payment Options

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

A schedule and statement of account is available in Self-Service to the student after registration is complete. It is the student's responsibility to check his/her account balance any time during the term and in- form his/her parents(s)/guardian of the amount that is owed to the college. When a student add(s)/drop(s) classes, any changes in the account are reflected on the statement handed to the student at the time of transaction. No statement will be mailed during the term. All fees are due in full by the first day of the term. Students will not be allowed to register the succeeding terms if they owe a past due balance.
A late fee of $100 will be assessed if the balance is not paid in full at the end of the term.

Full Payment Options Upon Registration:

(Tuition + General Service Fee + Course Fees)

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

To Make a Payment

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

Check Payable: Hocking College

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

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

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

Online Payment: Self-Service (User ID/Password required)
*$5 convenience fee for any type of credit card payment.

To View a Student Account
Log On: www.hocking.edu
Click: Self-Service (Icon at the top of the page)
Click: Finance
Click: Log In (need User ID/Password)
Click: Main Menu

Monthly Payment Plan
Hocking College offers the option of a payment plan that divides the balance due into affordable monthly payments. An additional payment plan processing fee is applied each term the plan is used, but no interest is accrued. Any student registered for classes is eligible for the payment plan, however this plan will only cover up to $1,500.00 per semester. Any fees due above $1,500.00 need to be paid prior to the 1st day of the term.

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

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

Payment Plan Can Include the Following:
· On-campus housing and meal plan
· Tuition and general service fees
· Course fees

Type of Plan/Due Dates
First of each month depending on term enrolled and $30 required payment at time of registration.

Late Fee
$10 if payment not received by due date.
$100 additional if account is not paid in full by the end of the term.

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

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

Account Balance Appeal Process
The Account Balance Appeal process is for student requests for an account balance adjustment due to class drops or a withdrawal from Hocking College or other situations that are beyond a student's control that prevented him or her from adhering to drop or withdrawal deadlines.

Generally a student is entitled to a 100% refund if a drop or withdrawal occurs prior to the start of a class(es). **https://www.hocking.edu/the-cashiers-office**.

Situations which are likely to result in a successful account balance appeal:
· Deployment into military service
· Illness of a student during the semester in question which results in a hospital stay of greater than a week
· Advising error

Situations which are generally NOT grounds for granting an account balance appeal include:
· Not following the withdrawal process outlined on the Registration Terms & Conditions/Student Financial Responsibility Agreement which a student signs.
· Not receiving the financial aid a student was expecting
· Not remembering being registered
· Arrest
· Dissatisfaction with a course or an instructor (see Academic Appeal Process)
· Calling an office and not receiving a response and not taking further action

Students wishing to appeal an account balance should send their appeal to **accountappeal@hocking.edu** and be very specific including dates and times and names of individuals spoken with and include any documentation which supports the request.

An account appeal should be filed within 12 months of the disputed term. Appeals over 12 months from the appealed semester will not be accepted.

Nonrefundable fees will not be adjusted and any student who does not initiate an appeal until after the account has been

turned over to the Attorney General's Office of the State of Ohio for collection will likely still be responsible for those collection fees even if the account balance appeal is successful.

Account balance appeals are generally decided within 30 days. The student will learn of the outcome either through a phone call, an e-mail or formal letter, depending on the circumstances.

General Concerns

Students wishing to file a complaint with regard to their experience at Hocking College (not academic or financial as explained above) should contact the Ombudsman to discuss the concern. Please contact:

Jacqueline Hagerott
Vice President, Campus & Community Relations/
**   Ombudsman**
Administrative Services
Nelsonville JL 151
740-753-7006
https://www.hocking.edu/student-affairs#ombudsperson

Financial Aid

Financial Aid is any financial assistance offered for the purpose of helping a student meet educational expenses. Some sources of aid include scholarships, grants, loans and student employment. Most students enrolled at Hocking College are eligible for some type of financial assistance. Eligibility varies based on the student's financial need as determined by the U.S. Department of Education as well as academic merit. A student's financial need is confirmed on the Free Application for Federal Student Aid (FAFSA). To be considered for most types of financial assistance, a student must complete the FAFSA. Beginning with the 2017-2018 financial aid award year, families may begin completing their FAFSA as early as October 1st. In order to be given priority consideration for need based aid (such as the Supplemental Education Opportunity Grant/ SEOG) as well as institutional scholarships, applicants must apply by February 28th for the upcoming academic year. Applications received after this date will be considered on the basis of available funding.

Hocking College participates in the following financial aid programs:

· Federal Pell Grant
· Supplemental Education Opportunity Grant (SEOG)
· Federal Work Study Program (FWS)
· Federal Direct Student Loans
· Parent Loan for Undergraduate Students (PLUS)
· Ohio College Opportunity Grant (OCOG)

To get started with the financial aid process, follow these three easy steps:

Step 1

Visit **www.fafsa.ed.gov** to complete the FAFSA. When completing your FAFSA, be sure to utilize the Data Retrieval Tool (DRT) if eligible. The DRT will allow the Internal Revenue Service (IRS) to transmit important financial information directly into your FAFSA. If you need assistance during this process, you may call **1.800.4.FED.AID**.

Step 2

List Hocking College as your first school of choice. Hocking's Federal School Code is **007598**. In order for Hocking College to receive your FAFSA data, you must include our school code on your application.

Step 3:

Review your information, include all required signatures, and submit your application. The Department of Education will process your FAFSA within 1 – 3 business days. You will receive a Student Aid Report (SAR), which outlines the information you and your family entered in the FAFSA. You should review the SAR for accuracy. If your application is selected for the verification process, Hocking College will be required to request additional information to confirm your information.

Scholarships

Hocking College offers a variety of institutional and Foundation scholarships. To learn more about scholarship opportunities visit **www.hocking.edu/payforcollege/scholarships**.

Third Party

Students may qualify for payment support from agencies such as the U.S. Military, Bureau of Vocational Rehabilitation, Workforce Investment (WIA), or Union Education Trust. Please contact a representative from the agency you believe you may have eligibility for educational funding support.

Refunds and Withdrawals

Students who withdraw from classes prior to the start of the semester are refunded their instructional and general fees according to the schedule established by Hocking College. If a financial aid program has paid for a student's tuition and fees, the refund is made to the program and not to the student. If the aid was paid with a Federal Direct Stafford or Parent Loan

for Undergraduate Students (PLUS), the refund is made directly to the direct lending program. Students who receive financial aid over and above the cost of tuition and fees (i.e. a cash disbursement or overage), and withdraw from classes or ceases attendance before the scheduled end of the program for which the student has received TIV financial aid, may be required to return all or part of the cash disbursement. The Financial Aid Department will determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance.

Up **through the 60% point** in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

If a student chooses to withdraw from the college, the student is required to submit written notification to the Registrar's Office, JL 184 or email **registrar@hocking.edu**.

Returning Unearned TIV Funds

Financial aid students who completely withdraw from all classes during a given semester may be subject to owing federal funds back to the Department of Education and/or to Hocking College. The policy states that a student must attend through the 66% point of the semester in order to fully earn his/her federal financial aid. Since the intent of receiving financial aid is to pay for educational related costs, a student is expected to attend and complete classes for which he/she received aid.

Federal law requires calculations for the Return of Title IV (R2TIV) funds based on the number of calendar days the student actually attended the course divided by the total number of calendar days in the semester. This calculation provides the percentage of the student's earned financial aid. Refund calculations are completed by the Financial Aid Office and students will receive written notification of their calculation of Unearned Title IV. For additional questions, please contact the Financial Aid Department.

Satisfactory Academic Progress (SAP) Guidelines

Federal Regulations require that all postsecondary schools participating in Federal Financial Aid programs establish standards to monitor the level of academic advancement of students. These standards are called Satisfactory Academic

Progress (SAP). Students can lose their eligibility for financial aid by failing to maintain SAP. There are two primary components in measuring SAP: Qualitative (grades) and Quantitative (credits and pace towards graduation) measure. Qualitative Standard (Grades): A student should always strive for excellence and achieve the highest grades possible. However, there are minimum standards that a student must achieve to remain eligible for financial aid. The grade point average (GPA) required for graduation is a 2.0. For a complete description of the SAP policy, please visit: **http://www.hocking.edu/documents/PayForCollege/sapGuidelines.pdf**.

Grades: Cumulative Grade Point Average (CGPA)

Hocking College minimum standards:

1. Students with 1-16 attempted credit hours must maintain a CGPA of at least 1.50
2. Students with 17-32 attempted credit hours must maintain a CGPA of at least 1.60
3. Students with 33-43 attempted credit hours must maintain a CGPA of at least 1.75
4. Students with 44-54 attempted credit hours must maintain a CGPA of at least 1.9
5. Students with 55 or more attempted credit hours must maintain a CGPA of at least 2.0

Hours: Credit Hours Earned Each Term

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

· Students must maintain a 66.66 percent or greater rate of completion for hours attempted. Credit Hour Completion will be monitored each term and cumulatively. Hours transferred in from another college will be included in the hours attempted and successfully completed calculation. The completion is calculated by dividing the number of hours successfully completed by the number of hours attempted.

Credit Hour Completion Example: Hours attempted = 12, Hours completed = 8 (8/12 = 66.66% completion ratio)
Note: The percentage is calculated to two decimal places and no rounding is permitted.

Grade Classifications for Defining Progres

Only courses for which a student actually registered in a term are measured for progress achieved.
Acceptable grades: A, B, C, D, S, CW*, CE*, CA*, CS*, CL*, T*
Unacceptable grades: F, I, U, NR, NC, WD, DP, W, AU
* Only when a student has actually registered for a course in

which this grade is posted to a transcript is the course and grade used in assessing SAP.

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

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

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

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

Examples of repeated coursework may, or may not, count for financial aid eligibility:
1. **Allowable:** Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade.
2. **Allowable:** Student is enrolled in 15 credit hours, which includes three credits repeating a previously passed course.

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

Total Time in College Effect: Maximum Time Frame (MTF)
The federal government sets specific maximum time frames a student may take college coursework before federal aid eligibility is terminated. The number of terms a student may have actually received federal aid is irrelevant; it is not total terms of financial aid, it is total terms of coursework including credits transferred in from another institution. Students must complete their academic program within 150 percent of the published length, expressed in credit hours, needed to graduate. Progress will be assessed each term after grades are posted.

NOTE: Classes taken that are not on the advertised curriculum length will be counted in SAP. It is very important the student follows the advertised curriculum to maintain eligibility for financial aid. Taking courses not on the advertised curriculum will cause the student to reach MTF faster. Students are not eligible for federal assistance for the period in excess of 150 percent of the academic period normally required to complete the program of study.

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

Once a student attempts 100 percent or more of the published number of hours of his/her academic program, the Office of Financial Aid will send an email notification to the student that he/she is getting close to exhausting financial aid eligibility. Upon attempting 125 percent or more of the published number of hours of his/her academic program, the Office of Financial Aid Services will send a final email notification to the student that he/she is getting close to exhausting financial aid eligibility.

Whenever a student reaches their maximum time frame, the student usually becomes ineligible for Title IV Funds.

A "maximum time frame" email will be sent informing the student that they have exhausted their financial aid eligibility. Regardless of the circumstances, when a student has matriculated for 180 semester credit hours attempted, he/she becomes ineligible for Title IV Aid programs.

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

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

Financial Aid Warning

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

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

Financial Aid Hold

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

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

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

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

Students on Financial Aid Hold status must attend at least one semester without the use of federal aid and complete the number of credit hours lacking to bring the percentage of successfully completed hours to at least 66.66 percent and/or raise the GPA to the required level based on this policy. When the deficiency has been made up, it is the responsibility of the student to notify the Office of Financial Aid in order for the restriction to be lifted.

Note: Credit hours transferred from another college cannot be used to make up the credit hour deficiency. No federal or state aid or institutional scholarships will be awarded to help cover college costs.

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

Grading

Hocking College uses a standard letter grade system and assigns quality points to each letter grade "A" through "D." These letter grades are the only grades assigned quality points.

Quality points earned are determined by multiplying the number of credit hours in the course times the quality points for the grade earned. The grade point average (GPA) is the sum of the quality points divided by the sum of all credit hours where letter grades are earned. The grade report contains both a cumulative (total to date) grade point average (CPA) and a quarterly grade point average (QPA). The letter grade symbols and their quality points used in the calculation of the GPA/QPA are as follows:

- A = 4
- A- = 3.7
- B+ = 3.3
- B = 3
- B- = 2.7
- C+= 2.3
- C = 2
- C- = 1.7
- D+ = 1.3
- D = 1
- F = 0

The following grade symbols are not included in the calculation of the GPA/QPA:
· S   Satisfactory
· U   Unsatisfactory
· AU   Audit
· I   Incomplete
· W   Withdrawal
· CE   Credit by examination
· CA   Credit by advanced standing
· CL   Credit for life experience
· CS   Course substitution
· T*   Transfer
· AW   Administrative Withdrawl

Grading Scale

Hocking College grade scale used for all courses.

· 93% - 100% = A   · 73% - 76% = C
· 90% - 92% = A-   · 70% - 72% = C-
· 87% - 89% = B+   · 68% - 69% = D+
· 83% - 86% = B   · 66% - 67% = D
· 80% - 82% = B-   · 65% = D-
· 77% - 79% = C+   · 0% - 64% = F

Calculation of GPA

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

1. Multiply the quality points times the number of credit hours to determine the points using the following equivalencies:

   . A = 4   . C = 2
   . A- = 3.7   . C- = 1.7
   . B+ = 3.3   . D+ = 1.3
   . B = 3   . D = 1
   . B- = 2.7   . F = 0
   . C+= 2.3

2. Divide the total points by the total number of credits GPA is calculated for each term.

Change of Grade

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

Grade Appeal Process

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

Students wishing to appeal or discuss an academic or classroom concern must start this process within two weeks of the incident creating concern. No adverse action will be taken against a student who chooses to utilize this process. If a student feels that they are being treated adversely as a result of filing the appeal, they should notify the ombudsman at **https://www.hocking.edu/student-affairs#ombudsperson**.

Prior to submitting a grade appeal, the student must first discuss the situation with the faculty member. If the situation is not resolved with the faculty member, the student begins the grade appeal process by submitting documentation to the Program Manager overseeing the program.

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

Step 1: Gather pertinent data
The first step in filing an appeal is to gather pertinent data, which may include (but is not limited to):
· Course syllabus
· Any addendums (for example, handbooks or other handouts) supplied by the faculty if applicable to the course
· Copies of any/all tests, quizzes, or papers in your possession which may be relevant to the situation
· Copies of any/all notices and/or correspondence between you and the faculty member relevant to the situation.

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

Step 2: Meet with Program Manager
(Must make appointment within two weeks of the incident Contact information for each chair by academic school can be found online in the College Directory.)

Make an appointment with the Program Manager responsible for the course. Present your documentation respectfully and

discuss your concerns with the experience and your meeting with the instructor.

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

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

Step 3: Final Appeal with the Dean, if necessary
(To be completed within two weeks of receiving the decision from the Program Manager.)

If the situation is not resolved at the Program Manager level, the student may submit their final appeal for a hearing with the Dean. All previous documentation from the student, faculty member, and Program Manager will be submitted to the Deans office and a hearing date will be set.

The Dean will review all pertinent materials and render a final decision.

Academic Probation and Academic Suspension Policy (revised 11/20/2017)

Academic Probation:
Satisfactory academic progress is maintained by meeting or exceeding the levels indicated in the table below. Academic probation is determined by comparing the student's cumulative grade point average with the total registered course hours.

Cumulative Hours Attempted	1<17	17<32	32<53	53+
Minimum Cumulative GPA	1.5	1.8	1.9	2.0

· Students who fail to meet the standards will be placed on "Academic Probation."
· Students will continue on probation until the cumulative grade point average reaches the appropriate level for the cumulative hours as shown in the table above.
· Students will continue on probation by maintaining a grade point average of at least a 2.25 during the term of probation.
· Students may be removed from probation only by meeting or exceeding the appropriate cumulative grade point average indicated in the standards above.

Academic Suspension
· Students on "Academic Probation" who do not show academic progress (2.25 G.P.A. for term) will be placed on "Academic Suspension"
· Students on "Academic Suspension" are suspended for at least 2 semesters.

Reapplying after Academic Suspension
Students seeking re-admission to Hocking College after being academically suspended must:
· Submit a new admissions application
· Participate in a hearing to determine academic readiness to return.

If re-admission is granted, students are re-admitted on Academic Probation and must meet the academic goals presented in re-application process.

All actions related to Academic Probation and Academic Suspension will be recorded on the student's permanent academic record (Hocking College transcript).

Important Note: The Academic Probation/ Suspension Procedure is independent of the Hocking College Satisfactory Academic Progress (SAP) Policy as it pertains to financial aid. At the end of each semester, your SAP status is confirmed by the Financial Aid Department. Your eligibility for financial aid will be determined by your SAP status.

Right of Appeal for Academic Suspension:
Students placed on 'Academic Suspension" for the first time have the right to appeal for extenuating circumstances.

To appeal students must:
· Complete the Student Appeal for Academic Suspension form.
· Appeals must be submitted to the Registrar's Office by 10 am Wednesday before the term begins

A Student Success Committee meeting will be scheduled as quickly as possible to review student appeals. Students will be notified of the outcome of their appeal prior to the start of the term.

A student who has successfully appealed an academic suspension will be continued on probation. If the student does not meet the minimum semester G.P.A of 2.25 during the next term of enrollment, he or she will automatically be suspended.

Fresh Start Program

Any student who has attended Hocking College but has been **out of school for a minimum of two academic years** may be eligible to petition the Registrar to have certain grades disregarded. To "disregard" means that the designated grades and credits earned will be omitted from the student's GPA calculation. The courses will, however, remain on the transcript and will be designated by a symbol (#) to indicate that they have been disregarded.

The student will indicate, in a formal letter request, the courses to be disregarded. The student will also provide an unofficial copy of the hocking college transcript from Self-Service. However, if a course has been disregarded through this policy and is a prerequisite for another course or is a course that is required for the major, the student must repeat the course.

The student will be permitted to use the **Fresh Start Program** only once. The new GPA will be used for determining eligibility for acceptance into a program, a change of probationary status, or scholarship eligibility.

Eligibility and Implementation:

1. The student must be currently enrolled at Hocking College.
2. The student must have completed a minimum of twelve (12) hours of coursework toward a declared major since returning to the College and must be in good standing with a minimum GPA of 2.5 GPA for the completed 12 credit hours.
3. This policy is applicable only for credit earned at Hocking College.
4. A course in which a student has received a failing grade because of an act of academic dishonesty is not eligible for forgiveness.
5. Disregarded courses will be so noted on the student's official transcript.

Graduation Requirements

Associate Degree Requirements

· Successfully complete (with a passing grade) the course requirements as specified on the official program course of study or have posted transfer credit or special credit (see approval process for each special credit option): 1) course substitution, 2) credit by advanced standing, 3) credit by exam,

4) credit by life experience or portfolio development,
5) course waiver.
· Earn a minimum of 20 credits from Hocking College in addition to credits awarded by any special credit method and/or credit transferred from other colleges.
· Attain a "C" (2.00) average in all technical courses for the specific degree program and a "C" (2.00) total overall cumulative point average toward the specified degree at Hocking College.
· Successfully complete ENGL 1510 or any combination of both a first and second level writing courses with a minimum of four total ENGL credits.
   ◦ First-level writing courses – COMM 122, ENGL 151 or 1122
   ◦ Second-level writing courses – COMM 123, 124, or 225, ENGL 152, 1152, 2123, 2124, 2125, 2126, 2223, 2225
· College math as determined by program and any additional math requirements specified by the official program curriculum.
· Successfully complete all courses in the Hocking College core curriculum as specified in the program curriculum from the appropriate catalog year in relation to the student's start date.
· Successfully complete a minimum of 60 semester credit hours or hours required in curriculum. Of the required hours, a minimum of 15 must be general credits (ENGL, MATH, PSYC, SOCI...) and the rest will be technical credits (typically degree specific courses)
· Complete and file an Application for Graduation form through Self-Service.

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

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

College Services for Students

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

Academic Success Center

First Floor, Davidson Hall

The Academic Success Center is where learning communities can form. Students can sign-up for a study group, form their own study group, use technology based tutorials or work with tutors. The Academic Success Center has a variety of tools, all of which are designed to support a student's goal to graduate and be successful.

Office of Disability Service

Academic Success Center, Davidson Hall
740.753.7103

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

ADA Policy for Service Animals

Hocking College complies with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504, which states, "No otherwise qualified person with a disability in the United States... shall, solely on the basis of discrimination, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal assistance. Hocking College intends to provide the broadest possible access to service animals in all of its public areas.

The Americans with Disabilities Act (ADA) defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.

A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Animals are considered "service animals" under ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Therapy animals are not considered service animals. Below are basic policy guidelines for Hocking College:

1. A service animal may be excluded from a facility, including a classroom if that animal poses a direct threat to the health and safety of others.
2. A service animal may be excluded from a facility, including a classroom, if that animal's behavior, such as barking, is disruptive to the other participants within the facility.
3. If a service animal may be excluded from a facility, the individual with a disability will be given the option of continued classroom participation, with assistance, within the facility.
4. The service animal must be clean, in good health, with current rabies vaccination.
5. All service animals must be on a leash at all times unless the leash interferes with the service animal's work or the person's disability prevents the use of those devices. In that case, the person must use voice signal or other effective means to maintain control of the dog.
6. All students and college employees must abide by current city ordinances/laws pertaining to licensing and vaccination requirement for service animals. It is the responsibility of the owner and/or user of the animal to know about these ordinances.
7. All owners and/or user of service animals are responsible to clean up after and properly dispose of their animal's feces while on campus.

Students wishing to utilize a service animal on campus are encouraged to contact the Disability Support Services Office at 740.753.7103.

Bookstore

740.753.6186

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

Campus Police

Campus Safety Building
740.753.6598

The Hocking College Police Department protects and serves 24 hours-a-day, seven-days-a-week. Assistance is provided to local law enforcement agencies, community and civic groups and at college-related events, which benefit from traffic control, investigative assistance and other safety services. Parking permits and safety escort services are available through the Police Department. Through Nixle, the Hocking College

Police Department issues emergency notifications and crime alerts. Go to **www.nixle.com/register** to request the level of information you want to receive via email or text messages.

Career Services

Light Hall 193

740.753.6108

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

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

Co-curricular Events

Student Center

740.753.6539

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

The Student Center hosts a variety of events during the college calendar. Smart Start is a week-long recreation program for new students in the fall followed by New Student Welcome Day on the first day of autumn term. During Welcome Week, the first week of autumn term, students can check out clubs, sports and social events. Hocking's finest students are honored at the STARS ceremonies throughout the year. Job fairs, health fairs, blood drives, dances and sports, Outdoor Pursuits, club events

and aerobics take place all year round. A climbing competition is held in winter and a disc golf competition in spring. The Nursing program holds a Pinning Ceremony at the end of each term and annual graduation in May.

Hawks Center for Well-Being

JL 241

740.753.6181

Hocking College is proud to offer the Hawks Center for Well-Being as a service to our students and staff. Walk-ins are served on a first-come, first-serve basis.

Specific services include the following physicals, immunizations, drug screens, basic medical care, counseling services, crisis intervention and counseling referrals.

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

Dining Services

Light Hall 265A

740.753.7118

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

Help Desk

740.753.6113

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

Hocking College Library

Academic Success Center, Davidson Hall

740.753.6332

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

International Student Services

Oakley Hall 312
740.753.7122

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

Judiciaries

740.753.6540

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

Nature Center

740.753.6326

The Hocking College Nature Center features an interpretive building, wildlife habitats, ponds, trails, feeding stations and seasonal programs for the public/school groups. Activities are designed/conducted by Hocking College Parks & Museum Education students in the school of Natural Resources. The Hocking College Nature Center also utilizes educational raptors monitored and cared for by Natural Resources students. They are used for educational programs both on and off site. Hocking College students are able to learn about proper animal handling techniques. Students also learn how to interpret ecosystems and nature while sharing this information with visitors and school groups.

Office of the Foundation and Alumni Affair

Oakley 210
740.753.7010

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

Outdoor Pursuits

Student Center
740.753.6535

The Outdoor Pursuits program at Hocking College includes a challenging 18-hole disc golf course, a 40-foot climbing wall complete with a rappelling platform, a simulated ice climb and intermediate level track. Trips are offered throughout the school year and include kayaking, climbing, bouldering, skiing, hiking and whitewater rafting. Classes offered in this area include mountain biking and climbing. Students may also become involved in the Green Club for environmental issues and Climbing Club which hosts a popular Climbing Contest each February. Check out the Outdoor Pursuits website on **www.hocking.edu/studentlife/outdoor**.

Peer Tutoring

Academic Success Center
740.753.6338

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

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

Phi Theta Kappa

740.753.6445

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

Robbins Crossing

740.753.6259

Robbins Crossing is a learning laboratory for the Natural and Historical Interpretation program at Hocking College, as well as a living history site with actual structures from the mid-19th. Century. Students work assigned stations for school groups and other groups visiting the site, by demonstrating their knowledge of pre-Civil War Ohio history, period skills and crafts. Community and student volunteers spend warm-weather weekends presenting a wide variety or crafts and skills, including music for visitors. Members from the local community and Hocking College students and staff are invited to use Robbins Crossing as

a gathering place for weddings, campfires, group outings, picnics, and as a park for relaxation.

Smart Start
Student Center
740.753.6535

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

Student Employment
Career Services, Light Hall
740.753.6120

Two employment programs exist on campus: Federal Work Study and Part-Time employment. Participation in the programs is similar in that both are coordinated by Career Services. Students interested in working are encouraged to visit the the University and Career Services Center in John Light the website at **www.hocking.edu/studentemployment** to see what opportunities are available.

Hocking College is committed to finding a job for any student interested in working. Additionally, the College is committed to preparing students for life after college. As such, students will have the opportunity to go through a formal interview process, and they are held to the same standards and expectations as regular employees. Students typically work no more than 15 hours per week throughout the campus.

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

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

To be eligible for either program, students must meet and maintain Satisfactory Academic Progress (SAP). More information on this topic is available through the Financial Aid Office at **753.740.7061** or via email at **financialaid@hocking.edu**.

TRIO
First Floor, Davidson Hall
740.753.7105

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

University Center
JL 193
740.753.6108

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

Self-Service
740.753.6113

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

General Information

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

Student Compliance with Hocking College's Alcohol and Drug Policy

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

Standards of Conduct

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

Hocking College Student Sanctions

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

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

Disciplinary sanctions for violations will be imposed by Hocking College in accordance with the appropriate college disciplinary procedures. Such sanctions may include:
· Community Incident Report, Statements of Concern
· Referral to the Director of Student Conduct
· Notification of Parents
· Educational Intervention
· Fines
· Dismissal or termination of student employment
· Referral for prosecution

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

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

Judicial Amnesty Protocol

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

How does Judicial Amnesty Protocol work?

The Behavioral Intervention Team (BIT) will determine eligibility for the Judicial Amnesty on a case-by-case basis.

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

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

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

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

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

Calling on behalf of someone else

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

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

Local, State, And Federal Laws And Sanctions

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

Local: Nelsonville City Ordinance
State: Ohio Revised Code Chapters
· 2925 - Drug Offenses
· 3719 - Controlled Substances
· 4301 - Liquor Control Laws
Federal:
· Federal (Harrison)
  Narcotic Act Federal
· Narcotic Drugs Import and Export Act
· Federal Food, Drug and Cosmetic Act.

Information, Counseling and Referrals Regarding Drugs and Alcohol

Information and counseling for individuals concerned about their own or others' drug/alcohol use is available, free of charge though the Hawks Center for WellBeing, JL241.

The college recognizes that students who have used or are using drugs may need help and wish to seek counseling. College counseling staff is available for such help. Special topic seminars are presented regarding education and prevention issues regarding alcohol and drug use/abuse.

The professional and administrative staff of the college will endeavor to preserve the confidential nature of conferences with students seeking help or referred by Campus Judiciaries, subject to any overriding legal investigative powers of federal, state or local law authorities, and subject to the need of the college to take whatever action it deems necessary to safeguard the institution and the health of the student body.

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

Substance abuse resource information (booklets, brochures, pamphlets) regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based approved substance abuse counseling and rehabilitation services are available through a variety of college sources.
· Hocking College Housing Office, 740.753.7043
· Hocking College Police Department, 740.753.6598

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

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

Alcohol And Drug Violations

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

Judiciary sanctions under the Student Code of Conduct range from short-term probation to expulsion. Hocking College maintains strict enforcement of drug and alcohol laws. The Department of Student Affairs is responsible for substance abuse education/prevention. The Hocking College Police Department works cooperatively with local law enforcement agencies and organizations such as Mothers Against Drunk Driving and Ohio Binge Drinking Prevention Initiative to prevent drug and alcohol violations around the college community.

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

Drug and Alcohol – Parent/Guardian Notification Polic

In the fall of 1998, the law that prohibited colleges and universities from releasing disciplinary records of students 18 years of age or older without their consent was amended. As a result, public colleges and universities were given the option of informing parents/guardians of alcohol and drug offenses committed by their students who are under 21 years of age.
Hocking College has since adopted the Drug and Alcohol Parental/Guardian Notification Policy.
· First alcohol violations of the Hocking College Student Code of Conduct, (regardless of the age of the offender) will be handled within the Department of Campus Judiciaries and require parental notification.
· First drug violations of the Hocking College Student Code of Conduct, regardless of how minor, will require parental notification.

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

Statement on Binge Drinking

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

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

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

Hocking Behavioral Intervention Team

The Hocking Behavioral Intervention Team (BIT) is a group of staff and faculty who assess at-risk situations and develop action plans to address such situations. The BIT is a multidisciplinary team comprised of Residence Life, Counseling Center, Judicial Affairs, Campus Safety, Faculty and other applicable parties.

The team meets weekly to discuss incidents of student behavior and to assess, intervene and monitor any concerns referred to the HBIT through the Student Incident Reporting system.

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

Hocking College Campus Police Department

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

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

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

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

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

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

Crime Alerts, Statistics And Regulatory Reporting

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

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

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

Community Notification System – NIXL

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

· Flooding or traffic accident closes a roadway on or near campus –NIXLE advisory would allow community members to plan accordingly when traveling to or leaving campus. A follow-up message can also be sent to advise when road conditions improve and travel has resumed;
· Public safety emergency requires people to stay in their buildings or remain away from campus - NIXLE alert will notify subscribers what is happening, allowing them to take a proactive role in their own safety.
· Planned event will be utilizing a specific area of campus – NIXLE message sent prior to the event will allow everyone to be informed and plan accordingly.
· Other uses: Crime alerts, cancellations/closures, large-scale public works projects, traffic safety implications around large fire scenes, community events such as parades, fireworks, picnics, details about a health emergency in the area, utility outage advisories or boil orders.

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

Division of Parking

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

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

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

Deviation From Standard Business Operations

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

The levels of operational status are:
· Closed
· Classes cancelled and business offices closed (with essential personnel reporting)
· Delayed opening
· Early release
· Localized and temporary closings

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

Children on Campus

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

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

Communicable Disease

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

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

Computer and Network Usage

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

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

Hocking College expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Hocking College is a state agency, all information stored in computers owned by Hocking College is presumed to be a public record and subject to disclosure under the Ohio Public Records Law.

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

Enforcement

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

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

Standards

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

· Unauthorized use of a computer account
· Using the campus network to gain unauthorized access to any computer system
· Connecting unauthorized equipment to campus network
· Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data

- Knowingly or carelessly performing an act that will interfere with the normal operations of computer terminals, peripherals or networks
- Knowingly or carelessly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document
- Violating terms of applicable software licensing agreements or copyright laws

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

Dining Services

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

On-Campus Housing

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

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

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

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

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

Off-Campus Housing

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

Weapons Policy

Hocking College is committed to providing its students, staff and visitors an environment that is safe and secure. This commitment includes prohibiting students, staff and visitors from possessing or having under their control, a deadly weapon while on the Hocking College Campus or conducting College business while off college property or in a college vehicle.

Concealed Handgun License

Any staff, student or visitor who possesses a Concealed Handgun License issued by the State of Ohio, or another state with which Ohio has reciprocity, must secure the handgun in the trunk, glove box or other compartment within his/her vehicle immediately upon entering the Hocking College Campus.

Exceptions

An officer, agent, or employee of Ohio or any other state or the United States, or a law enforcement officer, when authorized to carry or have loaded or accessible firearms and acting within the scope of the officer's, agent's, or employee's duties. An individual shall produce their credentials when requested to do so by a representative of the Hocking College Police Department or law enforcement personnel.

Tools prohibited under this policy such as knives (other than a small folding knife or knife with a blade less than four (4) inches in length), guns, and bows and arrows used for legitimate academic, athletic or training purposes must be transported and stored pursuant to College procedures.

Weapons used for hunting must be transported and stored pursuant to College procedures. This provision is effective upon completion of Hocking College Police Department Renovation.

Definition

"Deadly weapon" means any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon.

"Handgun" means any of the following:(1) Any firearm that has a short stock and is designed to be held and fired by the use of a single hand; (2) Any combination of parts from which a firearm of a type described in division (C)(1) of this section can be assembled.

"Hocking College Campus" means all property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

Violation

Violations of this policy may result in disciplinary action up to and including expulsion for student offences, termination for employee offenses, and a trespass from campus for offending members of the community. Criminal violations will be referred to local law enforcement.

Fire Alarms

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

Fire Safety Disclosure

Federal Law requires the publication of an annual Fire Safety Report containing information regarding the campus fire safety practices and standards. Statistics related to incidents of fire are provided on the Federal Disclosure page on the Hocking College website, with the crime statistics. Information will be provided to students in the Residential Hall Handbook, updated annually.

Gambling Statement

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

Menacing by Stalking Statement

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

Students found in violation of this provision are subject to a range of disciplinary sanctions including disciplinary expulsion

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

Sexual Assault

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

A goal of Hocking College is to create a campus community free from interpersonal abuse including sexual assault. Sexual intrusions and violations of any degree are serious offenses and compromise the integrity of the college community. All forms of sexual assault are violations of the Mental or Bodily Harm section of the Hocking College Student Code of Conduct. Students found in violation of this provision are subject to a range of disciplinary sanctions including disciplinary expulsion from Hocking College. Hocking College directs judicial/disciplinary efforts that respect the personal rights of both victim and alleged perpetrator.

Hocking College considers both physical surroundings and educational programming in addressing prevention of sexual assault on campus. The institution continually reviews and modifies the physical surroundings to foster security and safety. Hocking College examines such factors as campus signs, lighting and locking procedures. The college develops co-curricular educational experiences concerning sexual assault prevention. Involved students, faculty, staff and community members promote information and discussion on

interpersonal abuse concerns. Additionally, Hocking College recognizes that individuals reduce their risk of sexual assault through a process of learning and practicing preventative actions. Hocking College and its community actively support sexual assault survivors. Hocking College has a coordinated response system that attends to the survivors' physical and emotional well-being.

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

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

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

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

Hocking College desires to maintain a campus community free from interpersonal abuse including sexual assault. Hocking College commits its resources to the following processes:

1) to provide crisis intervention for victims; 2) disciplinary and/ or criminal consequences for the alleged offenders; and 3) to educate and promote discussion on interpersonal abuse and violence.

Social Networking Sites

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

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

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

Statement on Hazing

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

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

Statement of Liability

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

Student IDs

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

Tobacco-Free Campus Policy

Hocking College will be a smoke and tobacco-free environment for all members of the college community. This includes employees, students, visitors, volunteers, patrons and customers.

For the purpose of this policy, the college is defined as facilities, property and grounds used to carry out the mission of Hocking College at any location. This will also extend to college parking lots and sidewalks adjacent to college buildings and grounds in keeping with the Nelsonville City policies. There will be no designated smoking or tobacco use areas.

The use of tobacco or smoking products is defined as all nicotine, tobacco-derived or containing products, and plant based products including, but not limited to cigarettes (e.g., clove, bidis kreteks), electronic cigarettes, vaping, cigars and cigarillos, hookah-smoked products and oral tobacco (spit and spit less, smokeless, chew, snuff).

As in the past, the first offense will result in a warning citation and requirement to take an online course through the American Cancer Society in lieu of a $100 fine. Second offense will result in a $100 fine and a requirement to take the online course. Repeat offenses will be subject to a $100 fine for each offense.

Student Grievance Procedure

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

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

Process Of Grievances

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

Student Advocacy Option

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

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

Step 1: Informal Stage

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

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

Step 2: Formal Stage

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

The completed forms will be submitted to the the Vice President of Administration and Student Affairs who will then

forward a copy of the student's grievance to the staff member involved. The filing of a student grievance must be initiated within six weeks of the date the situation occurred. Maximum time limits for filing a student grievance may be extended at the discretion of the Vice President of Administration and Student Affairs.

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

How To File A Student Grievance Formal Procedure – Level 1

1. To file a grievance, the student must schedule a meeting with an advocate available through the Vice President of Administration and Student Affairs office to discuss the grievance and complete the necessary paperwork. The student will indicate on the official form, a list of witnesses to be called or to submit written statements. Statements must be attached to form when submitted. (Note: Any person found making false or misleading statements in a hearing procedure will be subject to Campus Judiciary Board proceedings.)
2. Respondent(s) to the grievance is/are named.
3. A copy of the grievance will be forwarded to the respondent(s) who are appropriate college officials. The respondent(s) will provide a written response, any supporting documentation needed, and a list of witnesses to be called or to submit written statements. A copy of the respondent(s) response will be forwarded to the student grievant prior to the hearing date. Both parties, the grievant and the respondent must summarize their written statements in a maximum of two pages. Reasonable time will be given to both parties for elaboration, if needed, during the hearing.
4. The Vice President of Administration and Student Affairs will work with all parties to resolve the issue. If the issue is

not resolved, the Vice President of Administration and Student Affairs will schedule the hearing, when possible, within 10 working days of receipt of the official written grievance.

Student Grievances Regarding a Disability

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

Grievance Process Details:

1. The grievant, student advocate, respondent(s), and immediate supervisor(s)
2. are the only persons who will be present, in addition to the reviewing directors, unless approved in advance by the chairperson. All hearings shall be closed to protect the student's right to confidentiality. The exclusion of lawyers or law-trained professionals from the grievance procedure does not take away any disputant's right to resort to the courts if the dispute is not resolved in the grievance procedure.
3. Two administrators will conduct the hearing: the Associate Provost or designee, serving as chairperson, and providing a written summary of the proceedings, and a non-involved administrative director.
4. The general procedures to be followed are explained by the chairperson.
5. The written grievances statement will be read aloud by the student or his advocate at the discretion of the presiding officer.
6. The written response to the grievance statement will be read aloud by the respondent. If respondent does not appear, but sends written response, that response will be read, verbatim, to the grievant. A copy of the response will be provided to the grievant prior to the hearing.
7. Each side will have a maximum of 15 minutes to make an opening presentation, following the reading of statement summaries from both parties.
8. The Hearing Administration will have the opportunity to raise questions or request clarification regarding the written statements and the opening presentations.
9. Witnesses will be heard or statements from witnesses will be read. Only one witness will be present at a time and may

be questioned by the Hearing Administrators. The Hearing Administration will be in charge of this process and determine the length of time for each witness.

10. Following the hearing, the Hearing Administrators confer and reach a decision. Consultation with the department may be needed in cases involving compromise. In the event a consensus cannot be reached, the case will be referred to the Vice President of Academic and Student Affairs who will select another non-involved administrator to review the case materials for a decision.

11. The hearing shall be closed and will be recorded by the chairperson, or designee, to provide an accurate record of the proceedings. The recording remains in the possession of the chairperson until after time for an appeal, at which time it will be destroyed. Copies of the recording are not provided. The presiding officer reserves the right to exclude persons from the hearing if they are disruptive, or to postpone the hearing because of disruptive or menacing behavior of participants and/or observers.

12. Within 10 working days, barring extenuating circumstances, both parties will be notified in writing of the Hearing Administrator's decision. The decision is clear, brief and restricted to the individual student case. Illustrative documents reviewed at the hearing may accompany the transcript.

13. The student is informed of their rights to Level II appeal.

14. To appeal a Level I decision, the student must submit an appeal form to the Vice President of Academic and Student Affairs within three working days of notification of decision from Level I. The written request must state the grounds on which the appeal is made.

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

Student Grievance Hearing – Staff Selection Procedures

The Vice President of Administration and Student Affairs may appoint a designee who will, in turn, appoint another non-involved college administrator, as hearing officers for student grievances.

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

observer during the hearing. Exception may be made at the discretion of the chairperson.

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

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

Student Grievance Appeal Procedures

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

The grounds for appeals are limited to the following reasons:
· Decision is viewed as arbitrary or unreasonable;
· Decision resulted from an obvious procedural error;
· Decision is not in accordance with the facts presented; or,
· Presentation of documented, new information that was not available at the time of the hearing, which may suggest modification of the decision.

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

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

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

Decisions

The Appeal Decision is presented in writing to the parties involved, within a reasonable period of time. The Student Grievance Appeal Committee may:

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

Accounting & Financial Services

School of Arts, Business & Science
Ryan Rieder, Dean

Program

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

Hocking College provides training in all of these essential accounting courses to prepare students for work in this field. Working in accounting and financial services is as important today as it has ever been and this accounting degree program from Hocking College offers the necessary coursework and training to meet those important needs.

Program Outcomes

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

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

Career Opportunities

U.S. News and World Report's 2014 Best Jobs Issue ranked accounting as third best career. The unemployment rate in the accounting field is half the national average and the growth rate is 13%, expected for the next ten years, according to the U.S. Bureau of Labor Statistics' most recent report. Demand for accounting professionals is at an all time high and projected to continue. The median salary for accountants in 2012 was $63,550 according to the Occupational Outlook Handbook.

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

Associate of Applied Business in Accounting and Financial Services

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BUS-1100	Introduction to Entrepreneurship	3.00
BUS-2247	Business Excel	3.00
ACC-1101	Financial Accounting I	3.00
BUS-1000A	Business Consulting Team A	0.50
ENGL-1510	English Composition I	4.00
	Semester Total	**14.50**

Course No.	Spring 1	Credit Hours
ACC-1103	Financial Accounting II	3.00
COMM-1130	Speech	3.00
ECON-1140	Principles of Microeconomics	3.00
BUS-1000B	Business Consulting Team B	0.50
BUS-1110	Marketing	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**15.50**

Course No.	Autumn 2	Credit Hours
ACC-1105	Computerized Accounting	3.00
ACC-1120	Payroll Accounting	3.00
BUS-1200	Business Law	3.00
ACC-2141	Taxation	3.00
BUS-1000C	Business Consulting Team C	0.50
HUM-2203	Introduction to Ethics	3.00
	Semester Total	**15.50**

Course No.	Spring 2	Credit Hours
ACC-2201	Cost Accounting	3.00
ACC-2231	Intermediate Accounting	3.00
ACC-2240	Managerial Accounting	3.00
ACC-2600	Accounting Practicum	2.00
ACC-2650	Auditing Capstone (SL)	3.00
BUS-1000D	Business Consulting Team D	0.50
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.50**
	Total Credit Hours	**61.00**

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

Art & Design

School of Arts, Business & Science
Ryan Rieder, Dean

Program

At Hocking College, students develop the skills necessary to become accomplished artists in the two-year art and design degree program. Whether you are already an established artist or you're just beginning to explore your artistic side, this program offers you an opportunity to develop techniques and professional skills to be competitive in your field. Learn how to build a professional portfolio of creative work, develop marketing skills related to the business of art and experience the fundamentals of gallery operations through hands-on learning opportunities.

The Associate of Applied Business in Art, Design and Marketing is designed for students who plan to complete their higher education at Hocking College and enter the job market upon graduation.

The curriculum is composed of two tracks, 3D studio and 2D studio. The 3D studio area includes glass and ceramics. Glass specialization offers classes in glassblowing, flameworking, fusing, casting and other sculptural applications. Ceramics offers courses in sculpture, dinnerware, raku and wheel throwing. The 2D studio offers photography, drawing and painting.

Work with reputed and respected artisans to develop skills in a particular studio area. As seniors, students will represent their chosen studio area by exhibiting a final series of artwork in the annual Senior Art Exhibition displayed in the Hocking College Art Gallery. This project counts as the Art, Design and Marketing capstone. Portfolio development and interviews may lead to internship opportunities.

Through business and marketing courses, students develop presentation, marketing and management skills while learning to handle taxes, permits, pricing and distribution. Network with working artisans and statewide arts organizations.

The Art, Design and Marketing program offered at Hocking College prepares students for a wide range of opportunities in the field of art, design and marketing, and the business principles provide a well-rounded education that allows students to enter the workforce with confidence.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Business in Art, Design and Marketing:
· Practice effective business strategies;
· Develop and implement a marketing plan;
· Balance and integrate personal and professional life;
· Practice critical thinking skills;
· Set up, maintain, and manage a safe and effective studio;
· Demonstrate knowledge of context and history of arts and crafts;
· Develop a high level of skills in craftsmanship and design; and,
· Practice high standards of professionalism and ethics.

Career Opportunities

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

Associate of Applied Business in Art & Design

Course No.	Autumn 1	Credit Hours
ART-1102	3D Design	3.00
GS-1010	Pathway to Prosperity	1.00
ART-1103	Introduction to Graphic Design	3.00
MATH-1103	Applied Mathematics	3.00
ART-1101	2D Desgn	3.00
	Semester Total	**13.00**

Course No.	Spring 1	Credit Hours
ART-1108	Glass Blowing	4.00
ART-1112	Color Theory	3.00
ENGL-1510	English Composition I	4.00
ART-1114	Survey of Art History	3.00
ART-1115	Drawing	3.00
	Semester Total	**17.00**

Course No.	Autumn 2	Credit Hours
ART-1011	Ceramics	3.00
ART-1107	Digital Photography	3.00
ART-2101	Printmaking	3.00
ART-1113	Painting	3.00
ART-2600	Community & The Arts (Practicum)	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
ART-2260	Art Portfolio (SL)	3.00
ART-2650	Studio Capstone	4.00
ARCH-2280	Cultural Anthropology	3.00
COMM-1130	Speech	3.00
ART-2200	Contemporary Topics in Art	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**17.00**
	Total Credit Hours	**62.00**

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

Associate of Applied Business in Art & Design – Major in Graphic Design

Course No.	Autumn 1	Credit Hours
ART-1102	3D Design	3.00
GS-1010	Pathway to Prosperity	1.00
ART-1103	Introduction to Graphic Design	3.00
MATH-1103	Applied Mathematics	3.00
ART-1101	2D Design	3.00
	Semester Total	**13.00**

Course No.	Spring 1	Credit Hours
ART-1112	Color Theory	3.00
ART-1201	Commercial Design	3.00
ENGL-1510	English Composition I	4.00
ART-1114	Survey of Art History	3.00
ART-1115	Drawing	3.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
ART-1107	Digital Photography	3.00
ART-2101	Printmaking	3.00
ART-2104	Typography	3.00
ART-2102	Animation & Illustration	3.00
ART-2600	Community & The Arts (Practicum)	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
ART-2260	Art Portfolio (SL)	3.00
ART-2650	Studio Capstone	4.00
ARCH-2280	Cultural Anthropology	3.00
COMM-1130	Speech	3.00
ART-2200	Contemporary Topics in Art	3.00
	Semester Total	**16.00**
	Total Credit Hours	**60.00**

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

Associate of Arts

School of Arts, Business & Science
Ryan Rieder, Dean

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

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

Program Outcomes
The Associate of Arts is a customized program designed to meet the career goals of the individual student. While working on the Associate of Arts degree, students will complete 36 - 40 semester hours of courses in the fields of (1) English; (2) mathematics; (3) arts/humanities; (4) social and behavioral sciences; (5) natural sciences; and (6) interdisciplinary coursework (optional).

Upon completion, students will earn an Ohio Transfer Module Certificate. This certificate may satisfy the entire set of general education requires of a college's or university's general education requirements. Please work closely with your advisor to meet these requirements.

Associate of Arts

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ART-1110	Art Appreciation	3.00
ENGL-1510	English Composition I	4.00
HUM-2203	Introduction to Ethics	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
BIOS-1101	Environmental Science	3.00
HUM-2201	Western Civilization & Culture	3.00
MATH-1113	College Algebra	4.00
Or MATH-2250	Introductory Statistics	4.00
ARCH-2280	Cultural Anthropology	3.00
ENGL-2223	Business Writing	3.00
Or ENGL-2225	Technical Writing	3.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
BIOS-1112	The Human Organism	4.00
COMM-1130	Speech	3.00
ECON-1140	Principles of Microeconomics	3.00
HUM-2202	Theatre Appreciation Art	3.00
SOCI-1101	Introduction to Sociology	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
HUM-2207	Introduction to World Religions	3.00
PSYC-1120	Organizational Behavior	3.00
ECON-2240	Principles of Macroeconomics	3.00
ENGL-2123	English Composition II-Contemp Issues	3.00
GS-2010	Pathway to Prosperity II	1.00
HUM-2200	Introduction to World Literature	3.00
	Semester Total	**16.00**
	Total Credit Hours	**62.00**

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

Associate of Individualized Study

School of Arts, Business & Science
Ryan Rieder, Dean

Program

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

An individualized study program is a worthwhile option for many students, and its flexibility that allows one to transfer to another college in Ohio or out-of-state is particularly attractive. For the freedom to develop your own degree program, choose the Associate of Individualized Study program at Hocking College.

Associate of Individualized Study

An AIS is awarded for the satisfactory completion of a minimum of 60 credit hours with a concentration of 30 or more credit hours in one of the following:
· A coherent combination of courses from a minimum of two and a maximum of four Hocking College associate degree programs;
· Up to 30 credit hours for documented educational experiences or courses completed at other institutions of higher learning or educational enterprises judged acceptable by Hocking College; or,
· An unusual but academically coherent combination of technical and general studies courses.

The Associate of Individualized Study process involves the following steps:
· Enroll in GS 1135, AIS Degree Development Seminar;
· Contact the 4-year college or university to learn their requirements for a bachelor's degree in order to incorporate those requirements into the student's AIS plan at Hocking College;
· Select academic advisors from each area of concentration to sit on the student's degree approval committee; and,
· The student may also choose to incorporate Hocking's Transfer Module, which requires 36-40 credits, into your Associate of Individualized Study program.

Program Outcomes

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

Career Opportunities

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

Associate of Individualized Study

CORE Requirements
GS 1010
GS 1135
ENGL 1510
**** Math Elective
**** Social Science/Psychology Elective
**** Natural Science Elective
Other Courses are determine by development of your educational goals.

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

Associate of Science

School of Arts, Business & Science
Ryan Rieder, Dean

Program

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

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

Program Outcomes

This program is designed to meet individual goals and objectives. Program outcomes will be determined as part of program development. While working on the Associate of Science degree, students will complete 36 - 40 semester hours of courses in the fields of (1) English; (2) mathematics; (3) arts/humanities; (4) social and behavioral sciences; (5) natural sciences; and (6) interdisciplinary coursework (optional).

Upon completion, students will earn an Ohio Transfer Module Certificate. This certificate may satisfy the entire set of general education requires of a college's or university's general education requirements. Please work closely with your advisor to meet these requirements.

Career Opportunities

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

Associate of Science

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
MATH-2250	Introductory Statistics	4.00
PSYC-1101	General Psychology	3.00
BIOS-1101	Environmental Science	3.00
Or BIOS-1113	Anatomy & Physiology I	4.00
Or NT-1140	PN2RN Adult Health	3.00
	Semester Total	**15.00 - 16.00**

Course No.	Spring 1	Credit Hours
ARCH-2280	Cultural Anthropology	3.00
ART-1110	Art Appreciation	3.00
BIOS-1112	The Human Organism	4.00
Or BIOS-1114	Anatomy & Physiology II	4.00
Or NT-1141	PN2RN A&P/Micro/Patho	2.00
ENGL-2225	Technical Writing	3.00
MATH-1113	College Algebra	4.00
Or NT-1144	PN2RN Pharmacology	2.00
	Semester Total	**13.00 - 17.00**

Course No.	Autumn 2	Credit Hours
CHEM-1102	Chemistry I	4.00
HLTH-1101	Medical Terminology	2.00
Or HUM-2201	Western Civilization & Culture	3.00
BIOS-1119	Botany	3.00
SOCI-1101	Introduction to Sociology	3.00
HUM-2203	Introduction to Ethics	3.00
Or NT-1142	PN2RN Holistic Care & RN Transition	2.00
Or PSYC-2151	Developmental Psychology	3.00
	Semester Total	**14.00 - 16.00**

Course No.	Spring 2	Credit Hours
COMM-1130	Speech	3.00
DT-1102	Basic Nutrition	3.00
BIOS-1171	Zoology	3.00
Or NT-1147	PN2RN Maternal Newborn	1.00
Or PTA-1100	Introduction to Physical Therapy	1.00
ECON-1140	Principles of Microeconomics	3.00
GS-2010	Pathway to Prosperity II	1.00
PHYS-1201	Physics - Motion	4.00
	Semester Total	**15.00 - 17.00**
	Total Credit Hours	**57.00 - 66.00**

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

Associate of Technical Study

School of Arts, Business & Science
Ryan Rieder, Dean

Program

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

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

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

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

In preparing your Associate of Technical Study degree plan you will:

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

This technical study program allows Hocking College to call itself one of the most comprehensive Ohio technical schools. As an Ohio technical college, Hocking prepares students for the workforce by providing a technical degree that is built upon a strong, but flexible basis that caters to a variety of students' needs — the Associate of Technical Study is another great degree option provided by Hocking College.

Program Outcomes

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

Career Opportunities

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

Associate of Technical Study

CORE Requirements

GS 1010
GS 1135
ENGL 1510
**** Math Elective
**** Social Science/Psychology Elective
**** Natural Science Elective
Other Courses are determine by development of your educational goals.

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

Business Management & Entrepreneurship

School of Arts, Business & Science
Ryan Rieder, Dean

Program

Hocking's Business Management and Entrepreneurship degree program prepares you for work in a variety of business management jobs and careers ranging from manager trainee to field sales. The program is designed to provide entrepreneurship training to those new to the business world as well as individuals already in the field of business.

Completion of a practicum in area businesses, industries or agencies provides an opportunity for you to implement skills learned. You may choose to continue skill development by completing an optional internship or co-operative work experience.

The training you receive from the Business Management and Entrepreneurship degree program is invaluable when you are looking for any business management jobs. Hocking College gives you the tools and skills you need to work in the field of business, or to start your own. With great entrepreneurship training and business management courses, Hocking College is the ideal place to get your degree.

Program Outcomes

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

Career Opportunities

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

Associate of Applied Business in Business Management and Entrepreneurship

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BUS-1100	Introduction to Entrepreneurship	3.00
BUS-2247	Business Excel	3.00
ACC-1101	Financial Accounting I	3.00
BUS-1000A	Business Consulting Team A	0.50
ENGL-1510	English Composition I	4.00
	Semester Total	**14.50**

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
ECON-1140	Principles of Microeconomics	3.00
BUS-1102	Introduction to Management	3.00
Or INS-1101	Property & Liability Insurance Principl	3.00
Or RE-1101	Principles & Practices of Real Estate	3.00
BUS-1000B	Business Consulting Team B	0.50
MATH-1103	Applied Mathematics	3.00
BUS-1110	Marketing	3.00
Or MICS-1121	Microsoft Office	3.00
	Semester Total	**15.50**

Course No.	Autumn 2	Credit Hours
BUS-2130	Sales (SL)	3.00
EC-1102	Introduction to E-Commerce	3.00
BUS-1200	Business Law	3.00
Or RE-1102	Real Estate Law	3.00
BUS-1000C	Business Consulting Team C	0.50
HUM-2203	Introduction to Ethics	3.00
BUS-2210	Human Resources Management	3.00
Or INS-1102	Personal Insurance	3.00
Or RE-1140	Real Estate Appraisal	3.00
	Semester Total	**15.50**

Course No.	Spring 2	Credit Hours
BUS-2215	Customer Service	3.00
BUS-2125	Finance	3.00
Or RE-1130	Real Estate Finance	3.00
BUS-1000D	Business Consulting Team D	0.50
BUS-2600	Business Practicum	2.00
BUS-2650	Business Planning (Capstone)	3.00
GS-2010	Pathway to Prosperity II	1.00
ART-1103	Introduction to Graphic Design	3.00
Or ECON-2240	Principles of Macroeconomics	3.00
Or INS-1103	Claims Handling Principles & Practices	3.00
	Semester Total	**15.50**
	Total Credit Hours	**61.00**

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

Cyber Security & Network Systems

School of Arts, Business & Science
Ryan Rieder, Dean

Program

Securing data systems is a major ongoing challenge in today's world, and our Network Systems and Cyber Security degree program can prepare you to enter this exciting and challenging field. There is a growing need for more hands-on experienced professionals. Employment of information security analysts is projected to grow 37 percent from 2012 to 2022, much faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics.

It is an analyst's job to fix cyber attack issues to prevent hackers from stealing data or creating havoc within networks. Information security analysts' responsibilities continue to expand as the number of cyber attacks increase, leading to an increase in the number of professionals needed in the field today.

Some of the leading industries for cyber security professionals are finance and insurance, information, computer systems and management. Our program prepares students for the numerous career opportunities in such industries demanding cyber security analysts.

Students in the program will be exposed to reality-based situations and projects assisted by experienced faculty members. The program will prepare students to be technically proficient in both operating systems and networking technologies by practicing specific disciplines and responsibilities that occur in real companies.

Hocking College is a Cisco Networking Academy partner. The Cisco Networking Academy is highly regarded for its hands-on learning approach to the IT field, and provides a curriculum based on the current trends in the industry and the skills required for IT specialists.

As a security professional, you must be technically proficient in both operating systems and networking technologies. The first year of the program focuses on developing skills in these areas. During the second year, security is the focus. Some skills students will develop include network analysis (packet sniffing), cryptography and VPNs, intrusion detection and prevention systems, firewalls, wireless networking and wireless security, penetration testing and ethical hacking.

Many employers prefer candidates to have general certifications to show knowledge in specific areas. Several courses in this curriculum specifically cover the topics of these industry certification exams: Cisco CCENT, CompTIA Security+, Certified Ethical Hacker and Cisco CCNA Security. Students pursuing a career as an IT security specialist may want to pursue and obtain one or more of these certifications to show specialized knowledge in specific subject areas.

The courses needed for the cyber security program are sequential in order to attain skills and experience needed for the challenging field. Students are encouraged to begin autumn semester if they wish to complete the degree on time. However, students may enter the program at the start of any semester with the understanding that completion of the degree will take longer than two years.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Network Systems Technology - Cyber Security Major:

· Analyze a problem and develop a logical plan for a solution;
· Design, implement, maintain and troubleshoot a small business network;
· Document network architecture, hardware and software;
· Perform common and administrative tasks on multiple operating platforms;
· Identify and describe the characteristics of protocols used in networking;

- Identify and describe current trends in cyber security;
- Install and configure PC-based security software (anti-virus, anti-malware, password management and browser-based);
- Utilize current industry tools to identify, analyze and document network traffic;
- Configure a Virtual Private Network (VPN) for secure communication over insecure networks;
- Configure and implement firewalls to protect network infrastructure;
- Install, configure and implement a secure wireless network infrastructure;
- Identify and utilize resources for continuous professional growth and development;
- Exhibit professional work ethic and professional conduct; and,
- Interact effectively in both technical and non-technical environments.

Career Opportunities

According to the U.S. Bureau of Labor Statistics and industry groups, employment opportunities in networking with a cyber security focus are expected to be much better than average for the foreseeable future. As more companies are moving online, the demand for cyber security professionals is rapidly increasing in numerous industries across the United States. Most computer jobs, especially those with large companies, are found in metropolitan areas, which may require relocation after graduation.

Typically, students would enter the field as a network technician or network operator. After further experience, job titles would include IT security specialist, infosec technician, information security manager, IT security analyst and network security consultant.

Graduates also have the ability to continue their education at a four-year college or university, usually as a junior, through transfer opportunities.

Associate of Applied Science in Cyber Security and Network Systems

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
NET-1111	Cisco I - Introduction to Networks	4.00
NET-1120	Computer Hardware & Operating Systems	3.00
CYBR-1100	Security Awareness	3.00
ENGL-1510	English Composition I	4.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
NET-1112	Cisco II - Routing & Switching Essent	4.00
COMM-1130	Speech	3.00
CYBR-1200	Security+ Certification	3.00
CS-1140	UNIX/Linux	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
CYBR-2100	Cyber Ethics & Cyber Law	3.00
CYBR-2102	Cisco CCNA Security	3.00
PSYC-1120	Organizational Behavior	3.00
CYBR-2101	Python Essentials (SL)	3.00
NET-2220	Server Management	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
BIOS-1101	Environmental Science	3.00
CYBR-2200	Network Analysis	3.00
CYBR-2201	Ethical Hacking	3.00
CYBR-2600	Cyber Security & Network Practicum	2.00
GS-2010	Pathway to Prosperity II	1.00
NET-2650	Network Systems Security (Capstone)	3.00
	Semester Total	**15.00**
	Total Credit Hours	**61.00**

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

Early Childhood Education

School of Arts, Business & Science
Ryan Rieder, Dean

Program
The Early Childhood Education degree program at Hocking College provides the training required for employment in the early childhood education field. This degree program offers you a wide range of skills that you will find helpful in your work with children. Early Childhood Education courses include childhood development, instructional strategies, academic skills, general education, special education, classroom management and application of technology in the classroom. This program provides the course work for you to become licensed and work as an early childhood educator within Ohio schools.

If you plan to continue your early childhood education for full teacher certification at a four-year institution, the Early Childhood Education Program provides a solid base of course work for transfer. If your goal is teaching at the middle school or high school levels, we encourage you to meet with an adviser in the School of Arts and Sciences regarding appropriate course work.

The Early Childhood Education degree program at Hocking College prepares students to work in Ohio schools through a variety of courses that are essential to one's success as an early childhood educator. For a comprehensive and high-quality early childhood education degree program, Hocking College is the perfect choice.

Program Outcomes
The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Early Childhood Education:
· Demonstrate the basic academic skills required to proficiently assist P-K through third grade students in reading, writing, mathematics, and social studies;
· Demonstrate understanding of and apply best practices in helping children to learn and develop;
· Provide assistance that supports the intellectual, social, emotional, and personal development of all learners;
· Demonstrate an understanding of the purpose and value of programs for individuals with exceptional learning needs and the role of the paraprofessional in providing services to all children and youth with disabilities;
· Demonstrate knowledge of and apply effective instructional and assessment strategies to assist in teaching and learning in a variety of settings;
· Demonstrate an understanding of the principles of effective classroom management and individualized behavior interventions;
· Use a range of strategies to promote positive relationships, cooperation, and purposeful learning in the classroom;
· Demonstrate understanding of, follow, and use prescribed district and agency policies and procedures; including emergency procedures, to ensure the safety, health and general well-being of learners;

· Demonstrate the ability to communicate effectively with colleagues, follow instructions, and use problem-solving and other skills to work as an effective member of an instructional team;
· Practice ethical and professional standards of conduct, including the requirements of confidentiality and reporting; and,
· Demonstrate the ability to assist with technology and media –
  ○ use a variety of media communication tools, including audiovisual aids and computer technology, to enrich learning opportunities;
  ○ apply knowledge of adaptive and assisted learning devices for handicapped students; and,
  ○ evidence technology skills (at a minimum) at the School Net Novice Training Level.

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

Associate of Applied Science in Early Childhood Education

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ED-1100	Introduction to Education	3.00
ENGL-1510	English Composition I	4.00
ED-1115	Community Health/Safety & Nutrition and Communicable Disease	2.00
ED-1121	Emergent Reading & Children's Literature	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
ED-2600	Early Childhood Practicum I	2.00
ED-1116	Creative Experiences in Early Childhood	3.00
LANG-1110	Beginning American Sign Language	3.00
ART-1110	Art Appreciation	3.00
Wks ED-2201	Math & Science With Young Children	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
ED-2241	Observing and Recording Behavior	4.00
ED-2220	Education of The Exceptional Child	3.00
MATH-1120	Elementary Topics in Mathematics	3.00
ED-2200	Guidance & Classroom Management	3.00
PSYC-1115	Educational Psychology	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
ED-2225	Intro to The Integrated Curriculum	3.00
PSYC-2170	Child Development	3.00
COMM-1130	Speech	3.00
ED-2226	Family, School & Community (SL)	4.00
ED-2650	Early Childhood Practicum II (Capstone)	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**17.00**
	Total Credit Hours	**63.00**

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

Fashion

School of Arts, Business & Science
Ryan Rieder, Dean

Program

The Fashion Design and Retail Merchandising program is strategically designed to deliver technical apparel development training, valuable product development and consumer research experience, entrepreneurial retail expertise, and industry-specific technology training necessary to succeed in the fashion industry now and in the future.

This degree program will prepare students to gain employment in creative or technical fields in the fashion industry at the corporate level, emerging small business level, or in entrepreneurship as a fashion based start-up.

Associate of Applied Business in Fashion Design & Retail Merchandising

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FASH-1001	Introduction to Fashion & Product Lifecycle	3.00
FASH-1002	20th Century Fashion & Pop Culture	3.00
ENGL-1510	English Composition I	4.00
FASH-1120	Draping: 3-D Garmet Design	4.00
FASH-1123	Sewing & Garmet Construction	3.00
	Semester Total	**18.00**

Course No.	Spring 1	Credit Hours
ART-1112	Color Theory	3.00
FASH-1131	Consumer, Brand & Trend Analysis	3.00
MATH-1103	Applied Mathematics	3.00
FASH-1141	Flat Pattern: Intro to Fitting & Grading	3.00
FASH-1142	Technology for Apparel & Textile Industry	3.00
	Semester Total	**15.00**

Course No.	Autumn 2	Credit Hours
FASH-2100	Apparel Design & Illustration Techniques	3.00
FASH-2102	Business of Fashion & Supply Chain Management	3.00
FASH-2104	Textiles: Weaving, Knitting, Dying, Printing & Wash	3.00
COMM-1130	Speech	3.00
FASH-2113	Fashion Branding & Entrepreneurship (SL)	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
FASH-2600	Fashion Industry Practicum	1.00
FASH-2230	Fashion Collection Lab I	2.00
PSYC-1120	Organizational Behavior	3.00
FASH-2242	Fashion Collection Lab II	3.00
FASH-2650	Fashion Design Portfolio Development (Capstone)	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**13.00**
	Total Credit Hours	**61.00**

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

Film and Video Production

School of Arts, Business & Science
Ryan Rieder, Dean

Program

This 2-year program enables you to become employed in Film & Video Production, and gives you the foundation to pursue work in a thriving industry.

This intensive, hands-on program will give students hundreds of hours of shooting experience, in addition to learning from a professor who has directed movies that have aired on HBO, Showtime, MTV Networks, as well as premiered at the Sundance Film Festival. Students will also produce their own work on professional projects, giving them real-world experience.

Associate of Applied Science in Film & Video Production

Course No.	Autumn 1	Credit Hours
FILM-1110	Film & Video Production I	4.00
GS-1010	Pathway to Prosperity	1.00
FILM-1000	Introduction to Film Industry	3.00
MATH-1103	Applied Mathematics	3.00
ART-1107	Digital Photography	3.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
FILM-1120	Film & Video Production II (SL)	4.00
ENGL-1510	English Composition I	4.00
FILM-1115	Film Analysis	3.00
MUS-1180	Multimedia in The Music Industry	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
FILM-2211	Film & Video Production III	4.00
FILM-2600	Film & Video Practicum	2.00
FILM-2201	Video Production & Compositing	4.00
SOCI-1101	Introduction to Sociology	3.00
FILM-2205	Narrative & Storyboarding	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
FILM-2650	Film & Video Capstone	6.00
COMM-1130	Speech	3.00
MUS-1200	Production Maintenance	3.00
ART-1110	Art Appreciation	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**16.00**
	Total Credit Hours	**60.00**

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

Music Management

School of Arts, Business & Science
Ryan Rieder, Dean

Associate of Applied Business in Music Management

When most people think of the music industry, they think of either performing as an artist or working for a record label. Most careers in the music industry, however, likely involve people you have never heard of performing music management jobs you never knew existed. This music management degree program is designed to prepare students for careers in music production and music management while also revealing many other entryways into the music industry.

Initially, all music management degree students complete a series of core classes that develop the foundational skills needed for virtually any career in commercial music. These core classes include music production, music theory, publishing, record label operations and new media. Students then select one of two areas of specialization — production or music management. Some students even elect to pursue both certificates. Students then dive in deeper into their chosen path.

Production

Students in this track intensify their experience by learning in a studio environment how to record, mix and produce music from a variety of genres. Hocking College is one of the premier music schools in Ohio, in this regard, with labs located at Washington Hall, including two state-of-the-art multitrack recording studios and several recording and isolation spaces. Additionally, Washington Hall's large Apple Macintosh computer lab is further equipped with recording interfaces at each station and cutting-edge software for recording and sequencing.

Music Management

Students interested in the business of music and entertainment may elect for lab and coursework in this track. Students learn how to manage artists and artists' careers, book and promote concerts, market and merchandise music, operate a record label, understand entertainment law and copyright issues and engage in entrepreneurship. This track prepares students for a wide variety of music management jobs.

Lessons

Music management degree students are required to take private music instruction. Lessons available include: guitar, piano, voice, bass guitar, brass, strings, keyboard and drum set. Lesson times are arranged with the individual instructor. Additionally, students can also participate in Vocal Ensemble, Percussion Ensemble or the Mixed Ensemble.

Internships and Capstone

All students enrolled in the music management degree program further their studies by completing an internship in the music industry and a capstone project with their peers during their final term. Faculty are available to help locate and solidify internships, proofread resumes and counsel students where look for positions. Capstone is a series of cumulative projects synthesizing knowledge acquired at Hocking

College. Additionally, Management and Production students are brought together to collaborate on projects, such as recording and releasing a digital EP for a featured artist.

Educational Travel Opportunities

Annual trips to large conventions and festivals provide excellent networking and learning opportunities. Past trips have included the South By Southwest Music Festival in Austin, Texas and Potluck Conference in New Orleans, Louisiana (formerly Tape–Op Conference) and a tour of recording studios in Columbus, Ohio. Other trips include the Rock and Roll Hall of Fame in Cleveland, OH and the AES Student Summit in St. Louis, MO.

If you already have an intensive musical background you are encouraged to share your experiences with the School of Arts & Sciences. You may receive advanced credit for some courses, based upon experience equated to the college level coursework.

Few music schools in Ohio offer as many opportunities as the music management degree program at Hocking College. Students get a unique, in-depth experience with this program, preparing them for any

and all music management jobs that are out there — and if they're not, this degree program teaches students the skills to make them exist.

Program Outcomes

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

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

Career Opportunities

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

Associate of Applied Business in Music Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
MUS-1122	Music Private Lesson-Bass I	1.00
Or MUS-1132	Music Private Lesson-Guitar I	1.00
Or MUS-1148	DJ Essential Skills 1.00	
Or MUS-1152	Music Private Lesson-Piano, Synth, Keyboard I	1.00
Or MUS-1162	Music Private Lesson-Voice I	1.00
Or MUS-2205	Virtual Instruments I	1.00
MUS-1130	Introduction to Digital Production	4.00
MUS-1145	Music Industry Fundamentals	3.00
ENGL-1510	English Composition I	4.00
MUS-1137	Foundations of Music Theory	3.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
MUS-1140	WLCI Radio Station	3.00
Or MUS-2202	Live Sound Production	3.00
MUS-1141	WLCI Radio II	1.00
Or MUS-2122	Music Private Lesson-Bass II	1.00
Or MUS-2132	Music Private Lesson-Guitar II	1.00
Or MUS-2148	DJ Advanced Techniques	1.00
Or MUS-2152	Music Private Lesson-Piano, Synth, Keyboard II	1.00
Or MUS-2162	Music Private Lesson-Voice II	1.00
Or MUS-2209	Virtual Instruments II	1.00
MUS-1195	20th Century Music & Contemporary Genres	3.00
MUS-1146	Music Publishing	3.00
Or MUS-1150	Recording & Mixing Concepts	4.00
MATH-1103	Applied Mathematics	3.00
MUS-1180	Multimedia in The Music Industry	3.00
	Semester Total	**16.00 - 17.00**

Course No.	Autumn 2	Credit Hours
COMM-1130	Speech	3.00
PSYC-1101	General Psychology	3.00
MUS-2114	Creative Mixing & Sequencing I	3.00
Or MUS-2118	Booking I-Booking Agencies	3.00
MUS-2214	Creative Mixing & Sequencing II	3.00
Or MUS-2218	Booking II-Event Promotion	3.00
MUS-1200	Production Maintenance	3.00
Or MUS-2206	Music Marketing	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
MUS-2296	Industry Internship Experience (SL)	2.00
MUS-2650	Music Capstone	4.00
MUS-2213	Audio Production Synthesis I	3.00
Or MUS-2228	Music Business Synthesis I	3.00
ART-1110	Art Appreciation	3.00
GS-2010	Pathway to Prosperity II	1.00
MUS-2223	Audio Production Synthesis II	3.00
Or MUS-2229	Music Business Synthesis II	3.00
	Semester Total	**16.00**
	Total Credit Hours	**63.00 - 64.00**

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

Website and Application Development

School of Arts, Business & Science
Ryan Rieder, Dean

Program

Hocking College's Website and Application Development program prepares students for an entry level position as a website or application developer position. Students will learn a foundational knowledge of Java, JavaScript and HTML code as well as entrepreneurship skills that will enable them to find a job upon graduation, start their own web-app development business or go on for their four-year degree. The program prepares students to begin their journey as developers by giving them the skills necessary to continue learning independently after their time at Hocking College.

Our program builds a foundation of knowledge in website and application development. The curriculum is designed to help students acquire a broad range of transferable skills such as critical thinking, effective interpersonal communication, research, diversity appreciation and problem solving. In addition, the Associate of Applied Science in Website and Application Development degree program provides the foundational basis for the bachelor's degree in Web Development for interested students. Through community partnerships, we also provide real world experiences to supplement the academic course work.

Program Outcomes

- **Logic:** Demonstrate a logical approach to problem solving by identifying the inputs, activities, outputs, and outcomes in the development of web applications.
- **Analysis:** Appropriately analyze a problem, accurately identify client goals/tasks/challenges, perform research, and propose multiple solutions for a client's web application or data problem.
- **Development Cycle:** Implement the development cycle and apply knowledge of programming (application, web, data, and security) using industry standards, guidelines, and appropriate tools to gather requirements, develop (logic & code), compile, document, test, and quality assure software to meet the needs of the client.
- **Languages:** Apply current and evolving languages for integrating media and user interaction in both front and back end elements of a web application using current languages, editors and tools.
- **Database:** Construct, modify, implement, query, and maintain effective databases and their interface with applications.
- **Coding:** Develop and use code to accurately control the layout and coordinate the presentation of web content including validating data and handling exceptions.

Associate of Applied Science in Website and Application Development

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
MATH-1103	Applied Mathematics	3.00
WEB-1101	JavaScript I	3.00
WEB-1102	HTML/CSS I	3.00
WEB-1103	Java I	3.00
WEB-1104	Database I	3.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
WEB-1121	JavaScript II	3.00
WEB-1122	HTML/CSS II	3.00
ART-1110	Art Appreciation	3.00
ENGL-1510	English Composition I	4.00
WEB-1123	Java II	3.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
COMM-1130	Speech	3.00
CYBR-2101	Python Essentials (SL)	3.00
WEB-2132	Incubator I	4.00
WEB-2144	Database II: The Cloud	3.00
	Semester Total	**13.00**

Course No.	Spring 2	Credit Hours
WEB-2142	New Venture Finance Concepts	3.00
WEB-2650	Incubator II (Capstone)	4.00
GS-2010	Pathway to Prosperity II	1.00
PSYC-1120	Organizational Behavior	3.00
WEB-2102	Python II	3.00
WEB-2600	Web Development for Non-Profits(SL/PR)	2.00
	Semester Total	**16.00**
	Program Credit Hours	**61.00**

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

Addiction Counseling

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

Become part of the treatment team. Experience Ohio's only two-year program that prepares you for licensure as a chemical dependency counselor. Gain practical experience through immersion in residential, diversion, outpatient and prevention practicum sites where you will gain hands on real world professional experience.

Hocking College offers the Addiction Counseling degree and a certificate program in Addiction Counseling.

Both programs provide students with the classroom training hours and supervised clinical internship hours required to apply for the licensure exam offered by the Ohio Chemical Dependency Board as Licensed Chemical Dependency Counselors, following successful completion of the licensure exam and fulfilling the work hour requirements of the licensing board. The programs also meet the licensure recommendations of the International Certification & Reciprocity Consortium, which sets the international standards for competency-based chemical dependency counselors.

The Addiction Counseling program prepares students to enter the field as Chemical Dependency Counselors who wish to work within the fields of chemical dependency, criminal justice and corrections. Students can also enter the field as Chemical Dependency Counselors working in a wide variety of environments including outpatient, residential, inpatient, and community based settings.

This program is particularly suited to those students who primarily wish to enter the workforce upon completion of their associate degree. However, in addition to preparing students to enter the workforce, this program also prepares students to continue their education in the fields of counseling, education and human services at four-year colleges.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Addiction Counseling:
· Demonstrates and implements basic knowledge of counseling theories and techniques to diverse populations;
· Demonstrates and applies knowledge of addiction theories to the clinical;
· Maintains professional standards and ethical boundaries;
· Gathers clinical information systematically to assess and support diagnosis and ongoing treatment;
· Compiles and completes accurate documentation in a timely manner;

· Practices respectful interpersonal awareness and clinical leadership skills;
· Maintains, encourages and contributes to professional development; and,
· Interfaces with allied community support and prevention services.

Career Opportunities

Job growth is strong in this field, with an expected increase of 34 percent in the number of Ohio jobs in the next 10 years. Source: CareerOneStop; Bureau of Labor Statistics.

Job Titles include:
· Chemical Dependency Counselor
· Prevention Specialist
· Case Manager
· Clinical Case Worker
· Corrections Officer
· Probation Officer

Associate of Technical Study in Addiction Counseling

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ADDC-1110	Principles of Addiction	4.00
PSYC-1101	General Psychology	3.00
ADDC-1210	Theories of Addiction & Clinical Ethics	3.00
ENGL-1510	English Composition I	4.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
ADDC-1216	Assessment/Diagnosis/Treatment Planning	3.00
ADDC-1222	Neurobiology/Clinical Psychopharmacology	3.00
MATH-1103	Applied Mathematics	3.00
ADDC-1286	Chemical Dependency Lab Orientation	3.00
ENGL-2123	English Composition II-Contemp Issues	3.00
	Semester Total	**15.00**

Course No.	Autumn 2	Credit Hours
ADDC-2600	Chemical Dependency Practicum I	3.00
ADDC-2215	Theory & Practice of Group Counseling	3.00
PSYC-2151	Developmental Psychology	3.00
ADDC-2213	Individual & Relational Counseling	3.00
ADDC-2224	Multiculturalism & Prevention Issues	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
ADDC-2650	Chemical Dependency Capstone (SL)	3.00
ADDC-2251	Clinical Case Management	3.00
COMM-1130	Speech	3.00
GS-2010	Pathway to Prosperity II	1.00
HUM-2203	Introduction to Ethics	3.00
PSYC-2152	Abnormal Psychology	3.00
	Semester Total	**16.00**
	Total Credit Hours	**61.00**

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

Criminal Justice: Major in Law Enforcement

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

The curriculum for the new degree in Criminal Justice has been designed with a common core as the first year of the course work providing interdisciplinary education critical for both law enforcement and corrections students. During the second year, students will select a major in either law enforcement or corrections based on their intended career pathway. The curriculum has been designed to incorporate industry standard certificates and to maximize transfer options for students into bachelor's degree programs.

Program Outcomes

Graduates of the Criminal Justice degree program will be able to apply the knowledge and verbal skills to effectively communicate with criminal suspects, victims, witnesses, persons in crisis and others in need. Additionally, they will be able to identify constitutional freedoms and rights, and how an ethical criminal justice system and participatory citizenship protect those freedoms and rights. Graduates will be able to analyze a criminal case to determine its appropriate processing, given an understanding of the jurisdiction and functions of police, courts and corrections as components of an interdependent criminal justice system.

The graduate will be able to produce written incident and investigative reports that are useful and professional in terms of accuracy, completeness, spelling and grammar. The graduating students will be able to recognize ethical dilemmas, develop appropriate resolutions and operate within the guidelines of the Ohio Revised Code. The graduate will practice within the confines of all laws and acceptable practices of client confidentiality.

Career Opportunities

Law Enforcement:
Hocking College Graduates with this degree have found positions as Corrections Officers; Court Administrators; Criminal Investigators; Park Rangers; Local, State, and Federal Law Enforcement; Halfway House Counselors and Managers; US Postal Inspectors; Public and Private Security; Parole Officers; Wardens; Probation Officers; and Internal Revenue Service Workers.

Associate of Applied Science in Criminal Justice - Major in Law Enforcement

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CJ-1101	Criminal Justice Systems	3.00
ENGL-1510	English Composition I	4.00
CJ-1103	Ethics in Criminal Justice	3.00
CJ-1130	Criminology	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
CJ-1121	Constitutional, Criminal & Civil Law	2.00
CJ-1190	Chemical Abuse & Dependency	3.00
CJ-2225	Interview Techniques & Report Writing	3.00
CJ-1150	Juvenile Delinquency	3.00
COMM-1130	Speech	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
CJ-2650	Criminal Justice Capstone	3.00
CJ-2200	Incarceration Issues	3.00
CJ-2264	Justice Administration	3.00
CJ-1164	Probation & Parole (SL)	3.00
CJ-2204	The Sexual Offender	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**18.00**

Course No.	Spring 2	Credit Hours
CJ-1163	Crisis Recognition & Referral	3.00
CJ-1180	Crime Scene Investigations	3.00
CJ-2207	Victimology	3.00
CJ-2230	Criminal Procedure	3.00
EM-1134	Basic Life Support (CPR)/BFA	1.00
Or PSCI-2255	Peace Officer Basic Academy	18.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**13.00-18.00**
	Total Credit Hours	**63.00 - 68.00**

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

Dental Hygiene

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

Students who complete the two academic years of full-time instruction in the Dental Hygiene Program will receive an Associate of Applied Science in Dental Hygiene. Graduates of the program will be eligible to take the National and Regional board exams and state laws exam to become a Registered Dental Hygienist.

The curriculum content includes courses and material in the following four areas: General Education, Biomedical Sciences, Dental Sciences, and Dental Hygiene Sciences. Courses provide a thorough background in oral structure development and disease prevention, progression, and treatment.

The program emphasizes professional and ethical interactions with patients and other health professionals. Effective communication skills are gained through patient interaction and instructional methods within courses.

Associate of Applied Science in Dental Hygiene

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
MATH-2250	Introductory Statistics	4.00
BIOS-1113	Anatomy & Physiology I	4.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
DHYG-1101	Dental Hygiene Theory & Instrumentation	5.00
BIOS-1114	Anatomy & Physiology II	4.00
DHYG-1104	Tooth Morphology, Head & Neck Anatomy	2.00
DHYG-1103	Dental Radiology	3.00
DHYG-1105	Dental Embryology & Histology	1.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
DHYG-1111	Clinical Dental Hygiene I	5.00
DHYG-1112	Dental Hygiene Concepts	1.00
DHYG-1113	Community Dentistry (SL)	2.00
DHYG-1114	Local Anesthesia/Pain Control	2.00
DHYG-1115	Dental Materials	2.00
DHYG-1116	Periodontology	3.00
	Semester Total	**15.00**

Course No.	Autumn 2	Credit Hours
DHYG-2600	Clinical Dental Hygiene II (PR)	6.00
DHYG-2102	Dental Pharmacology	2.00
MICR-1201	Microbiology	4.00
DHYG-2103	General & Oral Pathology	2.00
	Semester Total	**14.00**

Course No.	Spring 2	Credit Hours
DHYG-2650	Dental Hygiene Capstone	1.00
SOCI-1101	Introduction to Sociology	3.00
COMM-1130	Speech	3.00
	Semester Total	**13.00**
	Total Credit Hours	**73.00**

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

Fire & Emergency Services

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

The Fire and Emergency Services program prepares you to meet community needs for fire and emergency medical protection. Students may begin the program by scheduling fire courses the first year, or you may choose to begin with emergency medical courses. If beginning with the emergency medical sequence, you must have an Ohio EMT (Emergency Medical Technician) Certificate.

The Fire and Emergency Services program offers Firefighter I and II, EMT and Paramedic certification courses over five semesters. Fire classes follow standards established by National Fire Protection Association 1001, and the Ohio Department of Public Safety. Hocking College maintains an on-site fire training facility including fire apparatus, burn structure and related equipment. Graduates take the Ohio Firefighter Certification Exam administered by the Ohio Department of Public Safety.

EMT and Paramedic classes follow the curriculum requirements established by the U.S. Department of Transportation. Hocking College EMT program provides a fully equipped EMS vehicle, and medical lab classroom that simulates an emergency room. Students must take the National Registry Exam to be certified at the end of their program.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Fire and Emergency Services:

· Provide emergency fire services under the direct supervision of a fire officer;
· Provide emergency medical services, working within the confines of EMT and/or Paramedic certification;
· Provide basic emergency rescue services;
· Provide emergency hazardous material services, working within the confines of First Responder Hazardous Materials Awareness and Operations level;
· Maintain readiness of emergency equipment;
· Maintain facilities;
· Demonstrate public relations skills;
· Communicate with coworkers, supervisors and the public;
· Write reports;
· Perform fire fighter math skills; and,
· Practice human relations skills and maintain a code of ethics.

Certificate

Numerous certificates are available as part of, or in addition to, the associate degree program in Fire and Emergency Services. Certificates in the Fire and Emergency Services area include:

· 36 Hour Volunteer Firefighter
· Firefighter I
· Firefighter II
· APCO Basic Telecommunicator 911
· Emergency Medical Technician
· Advanced Emergency Medical Technician
· Paramedic

Career Opportunities

Graduates are employed as fire fighter EMTs and Paramedics. Employment is available with municipal fire departments, governmental and privately-owned emergency services, industrial fire, health or emergency services, police, forest and recreational services.

Associate of Technical Study in Fire and Emergency Services

Course No.	Autumn 1	Credit Hours
EM-1134	Basic Life Support (CPR)/BFA	1.00
FS-1102	Emergency Vehicle Defensive Driving	0.50
FS-1115	Fire Fighter I & II	12.00
GS-1010	Pathway to Prosperity	1.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**17.50**

Course No.	Spring 1	Credit Hours
BIOS-1112	The Human Organism	4.00
EM-1100	EMT-Basic Lecture	6.00
EM-1101	EMT-Skills Lab (SL)	1.00
EM-2600	EMT Practicum	2.00
	Semester Total	**13.00**

Course No.	Autumn 2	Credit Hours
EM-2102	Paramedic Lab Skills I	2.00
EM-2107	Paramedic I	7.00
EM-2601	Paramedic Practicum I	2.00
ENGL-1510	English Composition I	4.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
EM-2110	Paramedic II	7.00
EM-2112	Paramedic Lab Skills II	1.00
EM-2602	Paramedic Practicum II	2.00
SOCI-1101	Introduction to Sociology	3.00
	Semester Total	**13.00**

Course No.	Summer 2	Credit Hours
COMM-1130	Speech	3.00
EM-2140	Paramedic III	7.00
EM-2141	Paramedic Lab Skills III	2.00
EM-2650	Paramedic Practicum III (Capstone)	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**16.00**
	Total Credit Hours	**74.50**

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

Fitness Management

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

Hocking College's Fitness Management Technology provides you with training for employment in the fitness industry — from a Certified Personal Trainer (CPT), Group Fitness Instructor (GFI), and Certified Lifeguard to manager of a fitness facility or even ownership of your own personal business. Our new affiliation with The American Council on Exercise (ACE) and dynamic hands-on curriculum provides our graduates with the skills and certifications necessary to start working as a CPT, GFI, or Lifeguard at some of the most exciting and challenging fitness facilities in the world.

This program also provides you with the management and leadership skills needed to operate your own personal training business or serve as a manager at one of the top facilities in the country. You will develop a business plan that includes a professional portfolio of required legal, business, equipment and human relation forms while developing competencies needed to succeed as a professional fitness provider. Experience and confidence grow as you and your classmates plan and execute hands-on campus and community events such as our Weight-Lifting Competition, Indoor Triathlon, Pump & Run and 5K Road Race.

The program concludes by taking the ACE Certified Personal Trainer Exam, after which you will embark on a multi-day field trip to several of the nation's best fitness facilities. This all culminates with a 300 hour, off campus internship at a fitness or wellness center tailored to your goals, where you will have an opportunity to apply your fitness knowledge in a real-world setting.

Licensure and Certificatio

In addition to taking the ACE GFI and CPT certification exams that are integrated in the curriculum, Graduates of the Fitness Management Technology program are also eligible to take the following national certification exams: American College of Sports Medicine (ACSM) Health Fitness Specialist (HFS) and CPT, and the National Strength and Conditioning Association (NSCA) CPT.

Program Outcomes

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

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

· Identify the coronary heart disease risk factors (both threshold and mechanistic classifications) and provide strategies to reduce cardiovascular disease
· Prepare a basic business plan required to start a personal trainer business that includes market analysis, services offered, management style, feasibility and marketing plan
· Demonstrate management and business skills while developing and conducting special events such as weight-lifting competition, indoor triathlon and road races or completing community service projects with the Special Olympics, assisting our veteran's or hosting sporting events for the community

The following general or core outcomes are work and life skills, behaviors and attitudes cultivated in all students seeking an Associate Degree in Fitness Management Technology:
· Communicate effectively
· Demonstrate math skills
· Demonstrate knowledge of science and the environment
· Demonstrate learning and critical thinking skills
· Maintain professional skills and attitudes
· Practice human relations skills
· Demonstrate community, cultural and global awareness
· Maintain a code of ethics

Career Opportunities

Endless employment opportunities exist in the fitness industry. Graduates of the Hocking College Fitness Management Technology program find employment as certified personal trainers, group fitness instructors, and fitness managers in a variety of commercial, corporate and community or recreational settings. Graduates may also unleash their entrepreneurial skills by becoming an owner/operator of their own business. Annual starting salaries range from $21,000-$32,000 depending upon employment location.

Associate of Applied Science in Fitness Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
FT-1110	Introduction to Fitness	3.00
FT-1160	Resistance Training	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
EM-1134	Basic Life Support (CPR)/BFA	1.00
FT-1130	Aerobic & Group Exercise	3.00
PED-1401	Beginning Swimming	1.00
FT-1126	Fitness Testing (SL/CR)	4.00
MICS-1121	Microsoft Office	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**18.00**

Course No.	Autumn 2	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
FT-2131	Group Exercise & Testing	3.00
FT-2191	Professional Development Trips & Site Visits	3.00
FT-2220	Fitness Management Projects (SL/CR)	3.00
FT-2233	ACE Certification Prep I	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
FT-2210	The Personal Fitness Trainer	3.00
FT-2234	ACE Certification Prep II	3.00
DT-1102	Basic Nutrition	3.00
FT-2297	Directed Practice	4.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**14.00**
	Total Credit Hours	**62.00**

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

Laboratory Sciences – Medical Laboratory

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

The Laboratory Sciences program at Hocking College is committed to providing students with extensive practical and professional knowledge pertinent and responsive to the dynamic fields of medical laboratory, chemical laboratory and cannabis laboratory. The faculty endeavors to teach students with sufficient depth and hands-on experience to allow students to become highly skilled technicians capable of fulfilling these in-demand jobs in Ohio across the nation. The curriculum for the proposed new Laboratory Sciences degree has been designed with a common core of coursework providing interdisciplinary educational elements alongside of hands-on experiential training critical for student success.

During the second year, students will concentrate their studies on medical, chemical or cannabis laboratory curriculum tracks. These major specific tracks were designed with workforce development in mind. Hocking College assembled an advisory committee made up of industry experts, representing all three majors, to help identify workforce needs and specific experience, skills and knowledge they seek in employees today. The Advisory Committee has had input into the program outcomes, course sequencing and selection.

Job Outlook

The job outlook for this occupation is excellent. Employment is expected to grow much faster than the average for all occupations through 2024. Employment of medical laboratory technologists and technicians is projected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. An increase in the aging population is expected to lead to a greater need to diagnose medical conditions, such as cancer or type 2 diabetes, through laboratory procedures. Ohio Salary Ranges: $59,890/year or $28.79/hr (avg in 2016 OH)

Outcomes:

Medical laboratory technicians require the following skills and experience:
· Analyze body fluids, such as blood, urine, and tissue samples, and record normal or abnormal findings
· Study blood samples for use in transfusions by identifying the number of cells, the cell morphology or the blood group, blood type, and compatibility with other blood types
· Operate sophisticated laboratory equipment, such as microscopes and cell counters
· Use automated equipment and computerized instruments capable of performing a number of tests at the same time
· Log data from medical tests and enter results into a patient's medical record

· Discuss results and findings of laboratory tests and procedures with physicians
· Supervise or train medical laboratory technicians
· Responsible for setting up and running lab tests, and reading and releasing results according to SOPs (Standard Operating Procedures)

Associate of Applied Science in Laboratory Sciences - Major in Medical Laboratory

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
MATH-2250	Introductory Statistics	4.00
BIOS-1113	Anatomy & Physiology I	4.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
MLT-1000	Introduction to The Medical Laboratory	3.00
COMM-1130	Speech	3.00
MLT-1001	Hematology/Hemostasis	4.00
MLT-1101	Medical Laboratory Fundamentals	2.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
EM-1134	Basic Life Support (CPR)/BFA	1.00
MLT-1135	Clinical Chemistry	4.00
MLT-1200	Immunology/Serology	2.00
MLT-2151	Urinalysis/Body Fluids	2.00
MLT-2600	MLT Practicum I (SL)	8.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
MLT-2100	Clinical Microbiology	.00
MLT-2201	Immunohematology/Blood Banking	4.00
GS-2010	Pathway to Prosperity II	1.00
MLT-2601	MLT Practicum II (Capstone)	8.00
	Semester Total	**16.00**
	Total Credit Hours	**65.00**

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

Massage Therapy

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

The Hocking College Massage Therapy program is a clinically-oriented program, which prepares students for licensure by the Ohio State Medical Board. Upon completion of this well-rounded program, you will possess a solid foundation in the understanding of human anatomy and physiology, demonstrate general office and medical record keeping skills, utilize functional assessments of the musculoskeletal system and perform a wide variety of massage therapy techniques.

You will be able to apply these skills to treat a broad array of musculoskeletal conditions, promote well being and general relaxation. By the completion of the program, you should be able to enhance circulatory function, exercise pain management and apply stress reduction.

Massage Therapy is one the fastest growing areas in the health field today, and Ohio is the first state to license this profession. Massage Therapy is a legally defined term relating to the application of manual treatment for musculoskeletal conditions or general stress management, specifically from a massage therapist licensed by the Ohio State Medical Board. To become licensed in Ohio, you must successfully complete an approved 750-hour professional massage therapy program and pass the Ohio State Medical Board Exam.

Every state approved massage therapy program in Ohio conforms to a basic set of educational guidelines as determined by the state medical board. However, these guidelines allow a great deal of room for individuality within each program. At Hocking College, we believe that our massage therapy program is one of the most comprehensive programs in Ohio. Our two-year state approved massage therapy degree program is designed to prepare students to successfully enter this exciting profession with much more than entry-level skills.

In addition to two semesters of general massage procedures, our program provides a strong foundation in advanced clinically-based skills such as trigger point therapy, myofascial release and craniosacral therapy, along with in-depth functional assessment to address musculoskeletal conditions.

Another notable component of our comprehensive program is the spa therapy courses, which include hydrotherapy, aromatherapy, ayurvedic and cross-cultural therapies, herbal and natural therapies and body scrubs and wraps. These courses are essential for those wishing to work in spas, as well as those who plan to include these healing modalities in their own private practice.

Altogether our balance of general, clinical and spa therapy massage treatments give our graduates the skills necessary to make them highly marketable in a variety of massage related fields. Because Hocking College is a state run college, the cost of our program is significantly less than proprietary massage schools.

Program Options

Massage Therapy Degree Program: The Associate of Technical Studies in Massage Therapy program provides a comprehensive course of study in general massage, clinically-based massage procedures and spa therapy massage and modalities. The Hocking College Massage Therapy Degree Program begins each autumn semester and extends for four consecutive semesters, including summer.

Massage Therapy Certificate Program: Our Massage Therapy Certificate program, while not leading to a degree, complies with the Ohio State Medical Board requirements for licensure after passing the required qualifying examination. This part-time evening program includes all of the general massage and clinically-based massage courses. While the spa therapy courses are not included in the certificate program, any or all of them may be added to the certificate course of study as per the interest of the student. Like the degree program, the certificate program begins each autumn semester and extends for four consecutive semesters, including summer. For more information on this option, please look under Short Term Certificates, on the program page.

Program Outcomes

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

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

Career Opportunities

Licensed Massage Therapy graduates often work as self-employed, independent practitioners, practicing in professional or home offices. Other employment opportunities include working in medical or chiropractic offices, clinics, hospitals, health clubs, spas, resorts, corporate and factory work sites or working with athletic teams. The ever-growing awareness of the health benefits derived from Massage Therapy continues to create new venues of employment opportunities for well-trained and resourceful therapists.

Associate of Technical Study in Massage Therapy

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
PSYC-1101	General Psychology	3.00
ACC-1101	Financial Accounting I	3.00
COMM-1130	Speech	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
MT-1111	Massage Therapy IA	2.00
MT-1140	Ethics for Massage Therapists	2.00
BUS-1110	Marketing	3.00
MT-1112	Massage Therapy IB	2.00
MT-1114	Hydrotherapy	2.00
MT-2150	Massage Therapy Business & Law	2.00
	Semester Total	**17.00**

Course No.	Summer 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
MT-1120	Massage Therapy II	2.00
MT-1135	Kinesiology/Myology for Massage Therapists	4.00
	Semester Total	**10.00**

Course No.	Autumn 2	Credit Hours
MT-2600	Massage Therapy Clinical (SL/PR)	2.00
EM-1134	Basic Life Support (CPR)/BFA	1.00
MT-2200	Pathology for Massage Therapists	3.00
MT-2212	Advanced Clinical Therapies I	3.00
BIOS-2154	Massage A&P Integration	4.00
GS-2010	Pathway to Prosperity II	1.00
MT-2650	Advanced Clinical Therapies II (Capstone)	2.00
	Semester Total	**16.00**
	Total Credit Hours	**60.00**

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

Medical Assistant

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

This program provides students with the knowledge to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Medical Assistants are the only allied health professional specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. These multi-skilled personnel can perform administrative and clinical procedures.

Medical management responsibilities include:
· Computer applications
· Patient reception
· Schedule, coordinate and monitor appointments
· Establish, organize and maintain patient medical records
· Coding and processing insurance claims
· Patient transactions, billing and bookkeeping
· Arranging for hospital admissions and laboratory services

Medical clinical responsibilities include:
· Measuring vital signs
· Assisting with examinations
· Sterilizing instruments
· Assisting with minor office surgery
· Preparing and administering medications as directed by a physician
· Taking medical histories
· Running electrocardiograms
· Laboratory testing in urinalysis, hematology and microbiology
· Explaining treatment procedures to a patient
· Drawing blood
· Removing sutures and changing dressings

Accreditation

Commission on Accreditation of Allied Health Education Programs (**www.caahep.org**) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Medical Assistant:
· Performs a wide range of clinical skills to promote care of patients and families effectively;
· Conducts patient education to ensure continuity of care;
· Directs office business by performing a variety of administrative duties;
· Communicates effectively with staff, doctors, patients, community and other medical personnel;
· Maintains professional skills and attitudes with colleagues and patients; and,
· Maintains, coordinates and documents policies and procedures for office.

Career Opportunities

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

Medical Assistants are ranked as one of the fastest growing occupations over 2008-18. Job placement for our program is approximately 90 to 95 percent.

Associate of Applied Science in Medical Assistant

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
HLTH-1101	Medical Terminology	2.00
MA-1100	Basic Clinical Assisting Procedures	5.00
ENGL-1510	English Composition I	4.00
MA-1102	Medical Office Procedures I	3.00
MA-1112	Medical Law & Ethics	2.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
MA-1110	Family Practice Assisting Procedures (SL)	5.00
MA-2224	Pharmacology for Med Assistants	5.00
BIOS-1112	The Human Organism	4.00
MA-1221	Medical Management Computerization	2.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
MA-2600	Medical Assistant Practicum I	3.00
EM-1134	Basic Life Support (CPR)/BFA	1.00
MA-2200	Advanced Clinical Assisting Procedures	4.00
MA-2206	Computer Applications in Medical Assisting	2.00
MATH-1103	Applied Mathematics	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
MA-2601	Medical Assistant Practicum II	3.00
MA-2650	Case Studies in Medical Assisting (Capstone)	2.00
MA-2220	Medical Laboratory Procedures	4.00
COMM-1130	Speech	3.00
GS-2010	Pathway to Prosperity II	1.00
MA-2222	Medical Office Procedures II	3.00
	Semester Total	**16.00**
	Total Credit Hours	**65.00**

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

Medical Records / Health Information Management

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

The Medical Records/Health Information Management program will prepare you for an exciting career as a Registered Health Information Technician (RHIT). A Registered Health Information Technician is skilled in health information management systems and procedures, has completed an academic program and has satisfactorily passed a national certification exam. A RHIT uses computer applications to assemble, analyze, abstract medical records and they often specialize in coding diagnoses and procedures for reimbursement and research.

Registered Health Information Technicians may also perform data retrieval for quality assurance activities, transcribe medical reports and medical staff committee meeting minutes, protect confidential patient information and assist physicians and other health care personnel with appropriate medical record documentation practices.

Program Outcomes

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

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

Career Opportunities

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

Associate of Applied Science in Medical Records/Health Information Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ENGL-1510	English Composition I	4.00
HIM-1120	ICD Medical Coding I	3.00
BIOS-1113	Anatomy & Physiology I	4.00
HLTH-1101	Medical Terminology	2.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
MICS-1121	Microsoft Office	3.00
HIM-2203	ICD Medical Coding II	3.00
MATH-1103	Applied Mathematics	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
BIOS-2135	Human Diseases	3.00
HIM-1100	Health Records & Procedures	3.00
HIM-1112	HIM Legal Aspects	2.00
CYBR-1100	Security Awareness	3.00
HIM-2210	Healthcare Reimbursement	3.00
HIM-2215	Understanding & Interpreting E-Health Records	3.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
COMM-1130	Speech	3.00
HIM-2200	Health Statistics & Quality Management	3.00
HIM-2230	Management Information Systems	3.00
GS-2010	Pathway to Prosperity II	1.00
HIM-2222	Health Info Management System	3.00
HIM-2650	Capstone Computer Application (SL/PR)	2.00
	Semester Total	**15.00**
	Total Credit Hours	**62.00**

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

Nursing – Practical Nursing

School of Health & Safety
Dr. Anne Loochtan, Dean

Program
Hocking College offers a three clinical/theory semester program which results in a Diploma in Practical Nursing. Courses include fundamentals, geriatrics, obstetrics and medical surgical nursing. Additional classes focus on basic psychology, anatomy and physiology, nutrition and pharmacology. Hands-on experience begins in the nursing skills lab before patient/client contact in extended care and assisted living facilities or hospitals.

PN
The Diploma in Practical Nursing and prepares you for licensure and practice as a Licensed Practical Nurse. You will be eligible to take the National Council Licensure Examination (NCLEX) to become a Licensed Practical Nurse. Hocking College Level PN graduates who meet specified academic and clinical requirements may elect to apply to the PN2RN track to pursue an Associate Degree in Nursing.

Students are required to complete Pre-Clinical requirements, such as a background check, drug screen, physical examination, STNA Certification and CPR for the Professional Rescuer prior to beginning clinical/theory coursework.

The nursing program is rich in hands-on experience. Clinical experience for the nursing program is obtained in hospitals, long-term care facilities, home healthcare agencies, schools, clinics, and camps within a 75-mile radius of the college. Students are responsible for their own transportation to clinical sites. Applicants should meet with a nursing advisor to determine an individualized academic plan.

Accreditation
Approved by the
Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215
614.466.3947

Frequently Asked Questions (FAQ):
I have applied to Hocking and received the general acceptance letter in the mail. What is the next step?
Submit a High School Transcript, GED or Expected Graduation Form, and take the Accuplacer Test. Make an appointment to take the HESI A2 Admission Test.

What do I need to do to schedule my classes?
Meet with an advisor.

What is a SEP? Why do I need that?
The Student Educational Plan (SEP) is a graduation plan formulated between an advisor and the student. Students must meet with an advisor to plan their course of study for each term based on the curriculum in their program. The SEP is required. Once an advisor approves it, the student may register for classes.

What is the wait to get into the Clinical/Theory portion Nursing Program at Hocking?
You will be assigned a clinical/theory start term upon completion of your admission file requirements.

Will I be required to have my State Tested Nursing Assistant (STNA) Certification?
STNA Certification is required.

I already have received my LPN, and want to know what I need to do to get into the RN program at Hocking?
Hocking College provides a PN2RN transition program. For more information, contact Michele Hanson at 740.753.6376.

What are other considerations concerning admissions and NCLEX eligibility?
The Ohio Board of Nursing may deny, suspend or revoke a certificate of license. Please arrange for a conference with the School of Nursing Dean before enrolling in the nursing program. If you have any questions, visit the Ohio Board of Nursing website.

What if I am interested in obtaining my BSN?
Through our University Center, we have established partnerships with four-year colleges and universities.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Diploma in Practical Nursing:

· Participates collaboratively in the nursing process by contributing to assessment, planning, implementation and evaluation of individualized, holistic plans of care;
· Uses critical thinking skills in all areas of LPN practice;
· Provides empathetic and compassionate care;
· Practices basic principles of effective and therapeutic communication with clients, significant others and health team members;
· Provides basic information to meet the learning needs of clients;
· Uses nursing knowledge, skills and current technology to provide and promote safe nursing practice;
· Provides basic nursing care based on developmental, biological, psychological, socio-cultural and spiritual differences in clients;
· Safely performs basic clinical skills;
· Safely administers and contributes to the evaluation of the effectiveness of medications and treatments;
· Practices within the profession's ethical and legal framework and is accountable for own nursing practice and care delegate;
· Assumes responsibility for professional growth, self-development and lifelong learning; and,
· Demonstrates understanding of the levels of authority and responsibility and uses basic leadership skills to delegate nursing care tasks.

Career Opportunities

Licensed Practical Nurses (LPNs) are usually employed in medical-surgical units in hospitals, nursing homes, home health agencies and clinics. Nursing graduates may be requested to work evening, night and weekend shifts.

Diploma in Practical Nursing

Course No.	First Term	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
ENGL-1510	English Composition I	4.00
GS-1010	Pathway to Prosperity	1.00
NT-1000	PN Introduction to Holistic Care	6.00
	Semester Total	**15.00**

Course No.	Second Term	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
NT-1010 PN	Care Across Lifespan	7.00
NT-1014 PN	Intro Pharmacology	2.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Third Term	Credit Hours
NT-1020	PN Care of Diverse Clients	7.00
NT-1030	PN Legal/Transition	1.00
NT-1031	PN Child Health	1.00
NT-1034	PN Drug Classifications	2.00
NT-1035	PN IV Therapy	.00
PSYC-2151	Developmental Psychology	3.00
	Semester Total	**15.00**
	Total Credit Hours	**46.00**

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

Nursing – Registered Nursing

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

Hocking College offers a four clinical/theory semester, which results in an associate's degree.

The Associate of Applied Science in Nursing prepares students to apply and take the National Council of Licensure Examination for Registered Nurses (NCLEX-RN).

Students are required to complete Pre-Clinical requirements, such as a background check, drug screen, physical examination, STNA Certification and CPR for the Professional Rescuer general coursework prior to beginning clinical coursework.

The nursing program is rich in hands-on experience. Clinical experience for the nursing program is obtained in hospitals, long-term care facilities, home health care agencies, schools, clinics and camps within a 75-mile radius of the college. Students are responsible for their own transportation to clinical sites. Applicants should meet with a nursing advisor to determine an individualized academic plan.

Accreditation

Approved by the
Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215
614.466.3947

Accredited by the
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000

Frequently Asked Questions (FAQ):

I have applied to Hocking and received the general acceptance letter in the mail. What is my next step?
Submit a High School Transcript, GED or Expected Graduation Form, and take the Accuplacer Test. Make an appointment to take the HESI A2 Admission Test.

What do I need to do to schedule my classes?
Meet with an advisor, and bring a copy of your transcript from WebAdvisor.

What is a SEP? Why do I need that?
The Student Educational Plan (SEP) is a graduation plan formulated between an advisor and the student. Students must meet with an advisor to plan their course of study for each term based on the curriculum in their program. The SEP is required. Once an advisor approves it, the student may register for classes.

What is the wait to get into the clinical/theory portion Nursing Program at Hocking?
You will be assigned a clinical/theory start term upon completion of your admission file requirements.

Will I be required to have my State Tested Nursing Assistant (STNA) Certification?
STNA Certification is required.

I already have received my LPN, and want to know what I need to do to get into the RN program at Hocking?
Hocking College provides a PN2RN transition program. For more information, contact Michele Hanson at 740.753.6376.

What are other considerations concerning admissions and NCLEX eligibility?
The Ohio Board of Nursing may deny, suspend or revoke a certificate of license. Please arrange for a conference with the School of Nursing Dean before enrolling in the nursing program. If you have any questions, visit the Ohio Board of Nursing website.

What if I am interested in obtaining my BSN?

Through our University Center, we have established partnerships with four-year colleges and universities.

Program Outcomes

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

· Uses the nursing process (assessment, analysis, development of nursing diagnoses, implementation and evaluation) as a basis for decision making in developing individualized, holistic plans of care;
· Uses the nursing process to collaboratively develop a plan of care with the client and other health team members;
· Provides empathetic and compassionate care;
· Applies and facilitates all levels of communication with a focus on therapeutic communication in the nurse-client relationship;
· Develops and implements teaching plans that are specific to the clients' level of development and understanding;
· Uses nursing knowledge, critical thinking, judgment, skills and current technology to provide and promote safe nursing practice;
· Adapts and provides specialized nursing care based on knowledge of developmental, biological, psychological, socio-cultural and spiritual differences in clients;
· Safely performs basic and complex clinical skills;
· Safely administers and evaluates the effectiveness of medications and treatments;
· Practices within the profession's ethical and legal framework and is accountable for own nursing practice and for those under supervision;
· Assumes responsibility for professional growth, self-development, and the use of resources for life-long learning;
· Demonstrates leadership skills through use of assertive behaviors, appropriate delegation of tasks and supervision of assistive and/or unlicensed personnel, and licensed practical nurses; and,
· Demonstrates an awareness of community and world health issues and their impact on individuals and health care.

Career Opportunities

According to the Bureau of Labor Statistics, 2.6 million RN jobs were in the U.S. in 2008, making up 60 percent of healthcare occupations. Hospital positions accounted for 60 percent of these jobs. Other common areas of employment include medical offices, home healthcare and extended care facilities. Salaries at the entry level for RN's range from $30,000 to $45,000. The median RN wage in the US is estimated at $64,690.

Associate of Applied Science in Nursing

Course No.	Pre-Clinical	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
ENGL-1510	English Composition I	4.00
GS-1010	Pathway to Prosperity	1.00
MATH-2250	Introductory Statistics	4.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	First Term	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
NT-1110	RN Basics Gero/Adult Health I	8.00
NT-1112	RN Holistic Care	2.00
NT-1121	RN Ethical/Legal Issues	1.00
	Semester Total	**15.00**

Course No.	Second Term	Credit Hours
NT-1114	RN Beginning Pharmacology	2.00
NT-1120	RN Adult Hlth II/Maternal NB	8.00
NT-1200	Micro/Patho	2.00
	Semester Total	**12.00**

Course No.	Third Term	Credit Hours
NT-2010	RN Adult Health III/Mental Health (SL)	8.00
NT-2014	RN Applied Pharmacology	1.00
PSYC-2151	Developmental Psychology	3.00
	Semester Total	**12.00**

Course No.	Fourth Term	Credit Hours
COMM-1130	Speech	3.00
NT-2015 RN	Child Health	1.00
NT-2020	Nursing Care of Patients W/Complex Health Alterations (PR)	9.00
NT-2024	Leadership in Nursing (CP)	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**16.00**
	Total Credit Hours	**71.00**

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

Physical Therapist Assistant

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

Physical therapist assistants are technically educated healthcare providers who work under the supervision of a licensed physical therapist to restore function when disease or injury results in pain and limited movement abilities. Physical therapy intervention can also prevent further injury. When a patient seeks physical therapy services, the physical therapist performs an initial evaluation and develops a plan of care. The physical therapist assistant carries out the plan of care and reports the patient's response to the supervising physical therapist.

Responsibilities of a physical therapist assistant may include, but are not limited to the following:
· Assisting the physical therapist during the evaluation;
· Performing data collection (test and measurement) techniques;
· Administering intervention treatments utilizing heat, cold, ultrasound, electrical current, water, light, massage and other hands-on treatment techniques exercise programs;
· Fitting and instructing patients in the use of assistive devices such as crutches, walkers, canes and wheelchairs;
· Instructing patients in activities of daily living;
· Documenting relevant aspects of patient care;
· Maintaining and setting up treatment equipment;
· Maintaining department inventories;
· Participating in quality assurance activities;
· Scheduling patients; and,
· Performing as a manager of a rehabilitative services department.

The Physical Therapist Assistant program consists of a year of general courses followed by a year of technical course work and clinical experiences.

Requirements for Acceptance into the Physical Therapist Assistant Program

Selective Admissions Process

The first or generals year of the Physical Therapist Assistant program is open to all applicants. The standards of the Physical Therapist profession are established by the American Physical Therapy Association and regulated by licensure in the state of Ohio. In order to provide a program that promotes student success, it is important to select students who meet rigorous curriculum requirements. Specific requirements for acceptance into the clinical portion of the program are listed in this document.

Clinical Year Requirements

The following changes have been implemented effective May 5, 2014. Students desiring to be selected into the clinical year of the Physical Therapist Assistant (PTA) Program (semesters three, four and five) beginning autumn 2016 will:

· Apply to the Hocking College Physical Therapist Assistant program (admission to the first year — semesters one and two — of the PTA program). Once you have met all admission requirements you must submit a PTA Clinical Year Application. The Clinical Year Application deadline is January 1 of each year.
· Submit an official high school transcript or GED.
· Students with transferable college credit will request that an official transcript be sent directly to the Office of the Registrar, JL 191, 3301 Hocking Parkway, Nelsonville, Ohio 45764.
· Complete 50 observation/volunteer hours. Twenty (20) hours must be completed in an acute care setting, and thirty (30) hours must be completed in a non-acute setting such as a clinic, rehab or long-term care center OR the equivalent in full-time or part-time employment in a physical therapy department. Observation hours must be performed no more than two years prior to the date of application to Hocking College. Completion of these hours must be submitted on the Hocking College observation log form found on the Hocking College website.
· Obtain two positive recommendations from the Physical Therapist (PT) or Physical Therapist Assistant (PTA), not related to the applicant, under whom you observed or were employed. Recommendations must be completed on the Hocking College PTA recommendation form found on the Hocking College website.

· Complete all semester one and semester two course work with a grade of "C" or higher. Students may take a class no more than two times to earn the "C" or higher grade. If the student does not achieve the required grade in two attempts they are not eligible for the PTA program.
· Obtain an overall minimum grade point average (GPA) of 2.5. This applies to courses completed at Hocking College as well as credits transferred from another institution.
· Complete the TEAS V exam and submit the score. The test score must be dated within the past 18 months to be eligible for selection into the clinical year of the program. Information related to the TEAS exam schedule will be available June 2015.

After successful completion of all criteria outlined, the student may apply for admission into the clinical year of the program (semesters three, four and five) by submitting a PTA Clinical Year Application. It is the applicant's responsibility to ensure that all requirements have been met and verified with their advisor. Selection of the students will be completed in late March 2016 and each March thereafter for admission into the autumn semester.

Criteria	Points
High school transcript or GED on file	10
Observation/volunteer hour log complete	10
Positive recommendation from PT/PTA supervising during acute care observations	10
Positive recommendation from PT/PTA supervising during non-acute care observations	10
Semester 1 and 2 course work completed with a grade of "C" or higher	20
Overall GPA mulitplied by 5 rank order	20
TEAS exam score rank ordered	20
Total	**100**

1. Applicants will be notified of selection via their Hocking College e-mail address by March 31, 2016 and each March 31 of subsequent years. Please do not call for information regarding the selection results. Those not selected will be rank ordered on an alternate list.
2. If a selected student declines their seat before May 31, the first student on the alternate list will be offered that seat. The process will continue until all seats are filled.
3. Students who remain on the alternate list after May 31 will need to reapply, along with other applicants, for the next year. Alternate list placement does not guarantee a seat for the following year.

Program Outcomes

Data used to calculate graduation rate (PTA program) Hocking College:

Year Cohort Began	Beginning Size of Cohort	Number Graduating on Time	Number Graduating in 150% of Time	Number that did not Graduate	Number Ultimately Graduating (100% - 150% expected time)	Graduation Rate
2010	30	21	4	-	25	83.30%
2011	30	21	-	-	-	70.00%
2012	30	23	3	-	26	86.70%
2013 - Summer	15	14	-	1	-	93.33%
2013 - Autumn	38	29	5 Students Still Enrolled	Pending	Pending	Pending

Data used to calculate Licensure (NPTE-PTA) Pass Rates - Hocking College PTA Program:

Graduation Year Taking Exam	Number of Graduates Exam on First Attempt	Number of Graduates Passing	Number of Graduates Passing Exam on Repeated Attempts	Ultimate Pass Rate
2011	20	18	19	90.00%
2012	21	16	19	90.05%
2013	23	12	20	87.00%

Data Used to Calculate Employment Rate:

Graduation Year	Employment Rate
2011	
2012	Three Year Av. 79.33%
2013	

Hocking College advisors are available to help you; answer questions about the selective admissions process; develop a student educational plan to meet your goals; and assist with general education course registration. To schedule an advising appointment, contact the PTA Advisor at **740.753.6419**. We look forward to assisting you with your career goals.

Accreditation

Physical Therapist Assistant Program at Hocking College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; Telephone: **703.706.3245**; Email: **accreditation@apta.org**; Website: **www.capteonline.org**. The program's current status is probationary accreditation; for more information see: **http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/**

Program Outcomes

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

· Within the scope of practice of the physical therapist assistant, safely and effectively implement data collection techniques and interventions identified in the plan of care established by the supervising physical therapist;
· Communicate verbally and nonverbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner;
· Exhibit professional behavior reflecting legal, ethical, and safe standards; meeting expectations of patients/clients and the profession; and displaying cultural sensitivity;

· Complete accurate and timely documentation that follows the guidelines of state practice acts, the practice setting, and other regulatory agencies;
· Effectively manage daily operations including the organizational planning and operation of physical therapy services, participating in quality assurance activities, and providing information for billing and reimbursement purposes;
· Plan and organize individualized patient interventions established by the physical therapist such as adjusting or withholding intervention based on patient status, identifying alternatives within the plan of care, and reporting changes in patient status to the supervising physical therapist;
· Under the direction and supervision of the physical therapist, participate in coordinating continuity of care including instructing other members of the health care team; providing patient related instruction to patients, family members, and caregivers; and participating in discharge planning and follow-up car; and,
· Educate others about the role of the physical therapist assistant, which may include being a clinical instructor, and engage in life-long learning.

Career Opportunities

Physical Therapist Assistants are employed in a variety of settings such as hospitals, outpatient clinics, home health settings, nursing homes, rehabilitation facilities, and school systems. According to data collected by the Bureau of Labor Statistics in 2013, the annual mean salary for Physical Therapist Assistants in southern Ohio is $53,720.

Associate of Applied Science in Physical Therapist Assistant

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BIOS-1113	Anatomy & Physiology I	4.00
ENGL-1510	English Composition I	4.00
PTA-1100	Introduction to Physical Therapy	1.00
HLTH-1101	Medical Terminology	2.00
MATH-2250	Introductory Statistics	4.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
PSYC-1101	General Psychology	3.00
COMM-1130	Speech	3.00
PSYC-2151	Developmental Psychology	3.00
	Semester Total	**13.00**

Course No.	Autumn 2	Credit Hours
BIOS-2201	Advanced Anatomy	3.00
PTA-2201	Fundamentals of Physical Therapy	5.00
PTA-2202	Kinesiology	2.00
PTA-2205	Physical Therapy Procedures	5.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
PTA-2208	PTA Directed Practice I	2.00
PTA-2204	Musculoskeletal Problems	3.00
PTA-2211	Pathophysiology of Disease	2.00
PTA-2215	Principles of Exercise	2.00
GS-2010	Pathway to Prosperity II	1.00
PTA-2210	Cardiopulmonary Function	2.00
PTA-2214	Rehabilitation Procedures (SL)	3.00
	Semester Total	**15.00**

Course No.	Summer 2	Credit Hours
PTA-2209	PTA Directed Practice II	4.00
PTA-2207	PTA Clinical Issues & Role Transition	1.00
PTA-2650	PTA Directed Practice III (Capstone)	4.00
	Semester Total	**9.00**
	Total Credit Hours	**68.00**

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

State Tested Nurse Aide

School of Health & Safety
Dr. Anne Loochtan, Dean

Program

The STNA course is rigorous and will give the nurse aide trainee the necessary knowledge and skills to provide basic nursing care to persons who need assistance with their ability to perform activities of daily living or other tasks in a variety of settings. Clinical experience for the STNA course is scheduled at a Center for Medicare & Medicaid Services certified long-term care facility within a 75-mile radius of the college. Nurse aide trainees are responsible for their own transportation to and from the clinical site.

Attendance at all classes, laboratory sessions, and clinical experiences is mandatory per state laws.

Upon successful completion of the program, nurse aide trainees are eligible to take the state nurse aide test.

Hocking College's School of Nursing requires prospective students interested in enrolling in either the Diploma in Practical NuVArsing or the Registered Nursing Associate of Applied Science in Nursing Program to provide documentation of current STNA certification.

State Tested Nurse Aide

Course No.	Autumn 1	Credit Hours
STNA-1000	State Tested Nurse Aide	4.00
	Semester Total	**4.00**
	Total Credit Hours	**4.00**

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

Agroecology

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

Agroecology uses the study of ecology to evaluate the productivity of agricultural systems. This includes the dynamics between technological advances, biophysical interactions, socioeconomic relationships, and the geology/geomorphology of a region. Use of local resources, conservation and preservation of the environment and efficiency (saving both money and resources) are the goal for success in farming via Agroecology. This is ideal for a small farm in areas that may suffer economically or have limited natural resources (due to over-use, difficult terrain, or small parcels of land available).

Traditional production agriculture is changing as people begin to question where the food that they eat originates, what chemicals were used, if crops have been genetically modified or if growth hormones were used. Smaller farms must be more efficient and learn to grow crops that have higher value (monetarily or in high demand) in order to compete with larger "mega" farms. Technology and interdisciplinary education can help small farmers succeed and that is the goal of this program, to provide that interdisciplinary education through technological advances to be economically and environmentally responsible and succeed.

Choosing unique crops or animals, such as varieties of hops, heirloom seed varieties, organic crops, antibiotic-free livestock (goats, sheep, emu, cattle), wool (sheep, llama, alpaca), winter-hardy grapes (that can be sold to local wineries) are all examples of the interesting and profitable choices for small farming.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Technical Studies in Agroecology:

· Employ agroecology principles to support environmental preservation. Preventing the degradation of water, air, soil, or other natural resources.
· Apply scientific concepts and practices within the disciplines of biology, chemistry, and geology to methods of sustainable farming and farm management.
· Use technology and new research to solve complex or changing agricultural problems.
· Develop plans to survey, protect and sustain existing wildlife as well as domestic animals that may be part of the farm.
· Collect, analyze, and evaluate environmental and economical methods of farming to design successful and viable farm management plans.

Career Opportunities

Small scale Community Supported Agriculture Operators avg $30,000 while other roles average $30-$40,000. The Agriculture industry will add 26,000 new jobs each year with half in the field of sustainable Ag, government, and education.

Potential job titles include Community Supported Agriculture Manager, Urban Agriculture Director, Community Agriculture Director, Agricultural Technician, Agriculture Inspector, Organic Farm Certification Specialist, Small and Mid-Size Farm Management, or Food Systems Development.

Associate of Technical Study in Natural Resources Major in Agroecology

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
AG-1241	Outdoor Crop Production I	2.00
AG-2161	Livestock Management	2.00
MATH-1103	Applied Mathematics	3.00
AG-1000	Introduction to Agroecology	1.00
AG-1231	Indoor Crop Production I	2.00
BIOS-1134	Field Biology I	1.00
ENGL-1510	English Composition I	4.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
AG-2229	Indoor Crop Production II	2.00
BIOS-1119	Botany	3.00
FOR-1010	Dendrology II	1.00
FOR-1124	Forest Ecology	2.00
AG-2111	Perennial Agriculture	2.00
AG-2185	Sustainable Resource Area Management	3.00
BIOS-1135	Field Biology II	1.00
GEOL-1105	Introduction to Soils	3.00
	Semester Total	**17.00**

Course No.	Summer 1	Credit Hours
AG-2241	Outdoor Crop Production II	2.00
NRM-2600	Natural Resources Practicum	1.00
Or WLM-2270	NR Conservation Contractor Seminar	2.00
AG-2171	Livestock Management II	2.00
AG-2220	Farm to Table (SL)	2.00
AG-2271	Integrated Pest Management	1.00
COMM-1130	Speech	3.00
	Semester Total	**11.00 - 12.00**

Course No.	Autumn 2	Credit Hours
AG-2121	Agroforestry	2.00
AG-2650	Agroecology Capstone	3.00
BIOS-1163	Wild Edible Plants & Mycology	1.00
FOR-1009	Dendrology I	2.00
WLM-2104	Wetland Ecology & Management	1.00
BUS-1100	Introduction to Entrepreneurship	3.00
EQSI-1131	Farm Equipment & Maintenance	2.00
GS-2010	Pathway to Prosperity II	1.00
WLM-2203	Environmental Ethics	3.00
	Semester Total	**18.00**

| | **Total Credit Hours** | **62.00 - 63.00** |

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

Animal Assisted Therapy – Canine

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The Animal Assisted Therapy program has the power to change lives of individuals living with physical, cognitive, and emotional challenges. This program will encourage these individuals to find strength and independence through the power of animals. In addition, this program will offer a number of therapeutic activities to encourage leadership training and other activities. Ultimately students will empower individuals with physical, cognitive, behavioral, and emotional challenges find strength and independence through the power of animals.

Students training within this program will have the skills to become entrepreneurs or begin working in the field through agencies all over the U.S. seeking a talented workforce. This program will inspire students through the daily interaction with the community and those they serve while fueling their pathway to financial freedom.
This program is designed for students who have an interest in using animals to benefit individuals with challenges. Ultimately the goal is to train graduates who will empower individuals with physical, cognitive, behavioral, and emotional challenges find strength and independence through the power of animals.

Core Program outcomes shared among all Animal Assisted Therapy students

(typically found within 4 core classes):

1. Practice Animal Assisted activities and therapies while analyzing animal/companion behaviors.
2. Evaluate animal behaviors and propose rehabilitation plans.
3. Demonstrate inclusive plans that strengthen confidence and promote social interactions.
4. Demonstrate mastery of therapeutic plans structured around the client's needs.

Canine Assisted Therapy Outcomes

1. Reiterate potential sociological and psychological benefits of canine assisted interventions.
2. Demonstrate special handler techniques and potential activities to help the handler overcome daily challenges at home and in public settings.
3. Demonstrate effective training techniques for canine assisted animal therapy activities including breathing, centering, and physical activities while building confidence for timid or shy dogs.
4. Execute canine behavioral modification training procedures and apply socialization strategies.
5. Execute the standards of the National Dog Groomers Association and attain Master Groomer certification.
6. Calculate start-up and running costs for a private kennel.

7. Build safe & effective programs for diverse audiences to promote cognitive function, sensory stimulation, psycho-motor activity, and socialization.
8. Recognizes, implements, and practices canine safety procedures and minimizes legal risk.
9. Demonstrate proper techniques in training trailing dogs, disaster situations, HRD, and wilderness situations.

Career Opportunities

Canine assisted therapy graduates will have practical experience training service dogs and providing canine assisted therapies. Many graduates start their own business working as independent contractors. Others may incorporate their training into positions as therapists, counselors, teachers, and social workers. Students will have the opportunity to help people by training, guiding, and counseling people with a variety of challenges as well as working with the curious and sometimes difficult public.

Associate of Applied Science in Animal Assisted Therapy - Major in Canine Course of Study

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
AATH-1200	Animal Anatomy & Physiology	3.00
AATH-1403	Professional Canine Trainer I	3.00
AATH-1102	Animal Grooming & Styling I	3.00
AATH-1312	Canine and Feline Nutrition and Genetics	3.00
AATH-1405	Professional Canine Trainer II	3.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
AATH-1406	Professional Canine Trainer III	3.00
AATH-2408	Professional Dog Training Behavior	2.00
PSYC-1101	General Psychology	3.00
AATH-1202	Boarding & Canine Emergency Care	2.00
AATH-2207	Dog Handler Training & Customer Service	3.00
AATH-2213	Canine Sports & Agility	2.00
	Semester Total	**15.00**

Course No.	Autumn 2	Credit Hours
AATH-1110	Animal Assist Therapy Diverse Popul/Set	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
AATH-1001	Inclusive Leisure Services	3.00
ENGL-1510	English Composition I	4.00
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**14.00**

Course No.	Spring 2	Credit Hours
AATH-2204	Professional Canine Assisted Therapy	3.00
AATH-2205	Service Dog Training I (SL)	2.00
MATH-1103	Applied Mathematics	3.00
AATH-2209	Service Dog Training II (SL)	2.00
AATH-2650	Animal Assisted Therapy Assessment (Capstone)	1.00
COMM-1130	Speech	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**60.00**

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

Animal Assisted Therapy – Equine

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The Animal Assisted Therapy program has the power to change lives of individuals living with physical, cognitive, and emotional challenges. This program will encourage these individuals to find strength and independence through the power of animals. In addition, this program will offer a number of therapeutic activities to encourage leadership training and other activities. Ultimately students will empower individuals with physical, cognitive, behavioral, and emotional challenges find strength and independence through the power of animals.

Students training within this program will have the skills to become entrepreneurs or begin working in the field through agencies all over the U.S. seeking a talented workforce. This program will inspire students through the daily interaction with the community and those they serve while fueling their pathway to financial freedom.
This program is designed for students who have an interest in using animals to benefit individuals with challenges. Ultimately the goal is to train graduates who will empower individuals with physical, cognitive, behavioral, and emotional challenges find strength and independence through the power of animals.

Core Program outcomes shared among all Animal Assisted Therapy students

(typically found within 4 core classes):

1. Practice Animal Assisted activities and therapies while analyzing animal/companion behaviors.
2. Evaluate animal behaviors and propose rehabilitation plans.
3. Demonstrate inclusive plans that strengthen confidence and promote social interactions.
4. Demonstrate mastery of therapeutic plans structured around the client's needs.

Equine Assisted Therapy Outcomes

1. Analyze the physical elements, both required and optional, for a therapeutic business and plan traffic patterns and equipment that also meet PATH Intl. requirements.
2. Apply best practices for the most common physical, cognitive and emotional disabilities encountered within equine assisted activities and therapies.
3. Apply techniques to control risk and maximize experiences for riders as well as equine assisted activities.
4. Provide basic horse health care including preventive health care.
5. Teach others how to properly feed/water horses, groom/bathe horses, and clean stalls.
6. Tack and untack properly, to include fit and adjustment.
7. Teach others proper behavior and safety when in the riding ring, trail, and stable.

Career Opportunities

Equine assisted therapy graduates will gain practical experience working with horses, mules, and people. Graduates will have many possible careers options including executive director, program director, therapeutic riding instructor, equine therapist, equine specialist, development director, marketing specialist, volunteer coordinator, and stable manager. Hocking College students can also opt to take elective courses such as equine health care, equine massage, and farrier courses.

Associate of Applied Science in Animal Assisted Therapy - Major in Equine Course of Study

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
EQSI-1104	Intro to Horse Handling & Management	3.00
EQSI-1109	Novice Horsemanship	3.00
AATH-1000	Animal Behavior & Communication	2.00
AATH-1110	Animal Assist Therapy Diverse Popul/Set	3.00
EQSI-1117	Intermediate Horsemanship	3.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
ENGL-1510	English Composition I	4.00
MATH-1103	Applied Mathematics	3.00
AATH-1001	Inclusive Leisure Services	3.00
EQSI-1132	Stable & Facility Management (SL)	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
EQSI-1102	Advanced Horse Handling	3.00
EQSI-1112	Equine Health	3.00
EQSI-2252	Teaching Horsemanship	3.00
AATH-2002	Therapeutic Horsemanship I	3.00
COMM-1130	Speech	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
AATH-2012	Therapeutic Horse II/Hippotherapy	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
PSYC-2151	Developmental Psychology	3.00
AATH-2650	Animal Assisted Therapy Assessment (Capstone)	1.00
BUS-1110	Marketing	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**14.00**
	Total Credit Hours	**61.00**

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

Ecotourism & Adventure Leadership

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

Ecotourism has been the fastest growing niche travel market for the last several years. Ecotourism, by definition, is travel that focuses on being environmentally and culturally responsible while appreciating nature and promoting conservation. You will study nature and ecological sciences, interpretive/tour guide services, wilderness skills, hospitality tourism and the lodging business. Experience some of the most unique training opportunities in the United States by obtaining skills that focus on travel that is environmentally sound, culturally sensitive and economically sustainable. In addition, each term offers a specialized focus to add to your education. Students build their skills and knowledge in:

· Basic biological sciences
· Environmental issues
· Outdoor leadership skills
· Wilderness travel skills
· Natural history and cultural interpretation
· Resource and business management
· Assessment of ecotour-related ventures
· Sustainable resource management

Program Outcomes

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

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

· Analyze, minimize and communicate the environmental impact of different outdoor activities and procedures on specific environments; and,
· Safely lead inexperienced participants into a remote wilderness setting.

Career Opportunities

Graduates of the Ecotourism and Adventure Travel Program are employed in private and public ecotourism sites including positions in national parks, environmental and community education centers (zoos, museums, aquariums, nature centers), resort and lodge operations, adventure camps, adventure leadership schools, adventure therapy programs, outdoor education schools and the tourism industry.

Associate of Applied Science in Ecotourism and Adventure Leadership

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
ECO-1100	Intro to Ecotourism & Adventure Travel	2.00
ECO-1135	Event Management	1.00
FOR-1009	Dendrology I	2.00
PM-1121	Interpretive Guide Techniques	3.00
COMM-1130	Speech	3.00
ECO-1106	Principles of Ecotourism & Sustainability	3.00
ECO-1188	Camping Equipment & Backpacking	2.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
ECO-1124	Rappelling & Vertical Rope Rescue	3.00
ENGL-1510	English Composition I	4.00
FOR-1010	Dendrology II	1.00
ECO-1158	Sport Rock Climbing	2.00
ECO-2122	Ecotourism Guiding	3.00
ECO-2229	Wilderness First Responder	1.00
WLM-2272	Ornithology	2.00
	Semester Total	**16.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
ECO-1144	Canoeing Fundamentals	1.00
ECO-1155	Whitewater Rescue	1.00
ECO-2230	Adventure Leadership	6.00
ECO-2010	Appalachian Culture & Tourism	2.00
ECO-2186	Sustainable Trail Development	1.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**14.00**

Course No.	Spring 2	Credit Hours
GEO-1107	World Geography	2.00
WLM-2203	Environmental Ethics	3.00
AG-2185	Sustainable Resource Area Management	3.00
BIOS-1163	Wild Edible Plants & Mycology	1.00
ECO-1180	Introduction to Kayaking	1.00
ECO-2650	Eco Guiding Capstone (SL)	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**14.00**
	Total Credit Hours	**62.00**

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

Equine Health & Complementary Therapies

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The Equine Health and Complementary Therapies Program focuses on the health care component of the horse industry. The program was developed to meet the industry demand for qualified horse care technicians. You will develop skills in traditional health care such as nutrition, anatomy and physiology, broodmare and foal care and non-traditional complementary therapies.

In addition to traditional health care, Hocking's program includes the newer disciplines of equine acupressure and massage. This unique component teaches you proper massage techniques for applying pressure to and kneading muscles that are prone to fatigue and stress. Courses such as equine business management, equine marketing and brochure development and accounting provide you with a solid business background.

You will gain valuable hands-on experience throughout the program. In broodmare classes, you will find yourself scheduled on an all-night foal watch. In health care, you will be performing many of the functions of a veterinarian assistant. The campus is home to more than 50 horses, enabling students to gain hands-on massage experience.

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Equine Health and Complementary Therapies:

· Provide advanced horse health care including preventative health care;
· Properly identify feeds and feeding requirements of equine at all ages and levels of performance;
· Demonstrate a variety of equine massage techniques;
· Competently perform therapeutic-based massage for specific equine conditions;
· Demonstrate a variety of equine acupressure techniques;
· Perform basic shoeing techniques;
· Provide proper broodmare and foal care;
· Demonstrate an understanding of equine reproduction and breeding;
· Identify, maintain, and use safety procedures with horses, tack and related equipment;
· Perform safety inspection procedures in daily operations;
· Properly feed/water horses, groom/bathe horses and clean stalls;
· Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating and emergency shoeing and trimming;
· Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching, catching, haltering and ponying;
· Use a computer for word processing and storing of data; and,
· Communicate professionally with coworkers and with the public.

Career Opportunities

Graduates of the Equine Health and Complementary Therapies program are prepared for employment in a wide variety of jobs in the equine industry, such as a breeding farm, boarding operation, rehabilitation facility, veterinarian assistant or running a business.

Associate of Applied Science in Equine Health and Complementary Therapies

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
EQSI-1104	Intro to Horse Handling & Management	3.00
EQSI-1160	Beginner Equine Massage	3.00
ENGL-1510	English Composition I	4.00
WLM-2203	Environmental Ethics	3.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
EQSI-1120	Intermediate Equine Massage	3.00
MATH-1103	Applied Mathematics	3.00
EQSI-1112	Equine Health	3.00
EQSI-1132	Stable & Facility Management (SL)	3.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
BIOS-1101	Environmental Science	3.00
EQSI-1102	Advanced Horse Handling	3.00
EQSI-2224	Equine Acupressure	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
EQSI-2217	Equine Anatomy & Physiology	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
EQSI-2655	Herd Management (Capstone)	4.00
BUS-1102	Introduction to Management	3.00
EQSI-2218	Reproductive Physiology	2.00
EQSI-2161	Advanced Equine Massage & Aromatherapy	3.00
EQSI-2213	Foaling Management	2.00
EQSI-2242	Equine Assessment	1.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**16.00**
	Total Credit Hours	**61.00**

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

Farrier Science & Business

School of Natural Resources
Dr. Daniel Kelley, Dean

Description
Hocking College offers one of the few farrier science associate degree programs in the United States. The Farrier Science and Business program offers a unique combination of farrier skills and business management. Students will learn the newest and safest techniques for shoeing horses as they develop skills on both gas and coal forges. Classes such as care and handling, gait analysis and nutrition provides students with a solid background in horse care.

Program Outcomes
The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Farrier Science and Business:
· Operate and maintain basic farrier equipment;
· Demonstrate a variety of forging techniques;
· Perform proper shoeing techniques;
· Develop a plan to establish a farrier business;
· Apply business skills as they pertain to the equine industry;
· Identify, maintain, and use safety procedures with horses, tack and related equipment;
· Perform safety inspection procedures in daily operations;
· Properly feed/water horses, groom/bathe horses and clean stalls;
· Communicate professionally with coworkers and with the public;
· Provide basic horse health care including preventive health care; and,
· Properly identify feeds and feeding requirements of equine at all ages and levels of performance.

Career Opportunities
The Farrier Science and Business program provides students with very specialized skills. Employment may be found in all areas of the equine industry, such as at a dude ranch, in the race horse industry or in private stables. Graduates are also prepared to establish their own farrier business.

Many farriers are self-employed. The business portion of this program provides you with not only basic business skills such as management and accounting, but also marketing and brochure development and business skills specific to the equine industry. You will also develop a business plan to get you started in establishing a successful farrier business.

Associate of Technical Study in Farrier Science and Business

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
EQSI-1019	Introduction to Horseshoeing	3.00
EQSI-1104	Intro to Horse Handling & Management	3.00
ENGL-1510	English Composition I	4.00
EQSI-1021	Beginner Horseshoeing	3.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
EQSI-1215	Intermediate Horseshoeing	3.00
MATH-1103	Applied Mathematics	3.00
EQSI-1132	Stable & Facility Management (SL)	3.00
EQSI-2216	Advanced Horseshoeing	3.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
EQSI-1112	Equine Health	3.00
EQSI-1135	Forging I	3.00
WELD-1121	Introduction to Welding	3.00
BIOS-1101	Environmental Science	3.00
EQSI-2215	Forging II	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
EQSI-2654	Farrier Certification (Capstone)	4.00
BUS-1102	Introduction to Management	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
EQSI-2242	Equine Assessment	1.00
GS-2010	Pathway to Prosperity II	1.00
WLM-2203	Environmental Ethics	3.00
	Semester Total	**15.00**
	Total Credit Hours	**60.00**

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

Fish Management & Aquaculture Sciences

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The Fisheries Resource Management and Aquaculture Sciences program prepares students for a career working with both game and non-game species for fish. The program prepares students for positions with county and state water management agencies, state and federal Divisions of Natural Resources, which require a two-year degree, and private enterprise aquaculture facilities.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Fish Management and Aquaculture Sciences:

· Utilize current skills and techniques in fish and wildlife management to work effectively in a diversity of settings;
· Collect, analyze, interpret and apply fish population and habitat data;
· Apply ecological and scientific understanding of natural systems to fish issues or problems, and to evaluate and manage fish habitats and populations;
· Know environmental laws, regulations and policy and understand their implications to fish and wildlife;
· Communicate professionally and effectively with diverse audiences orally and in written form;
· Work and behave ethically and appropriately as a fish professional; and,
· Culture fish species at our campus fish hatchery.

Career Opportunities

The Fish Management and Aquaculture Sciences program prepares students for entry-level jobs such as fish technician, hatchery technician, aquaculturist, watershed coordinator, fish handler and fish research assistant.

Associate of Applied Science in Fish Management and Aquaculture Sciences

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FMAQ-1110	Fish Culture I	4.00
FMAQ-1115	Hatchery Maintenance	2.00
NRM-1113	Watercraft Operation & Maintenance	1.00
WLM-2104	Wetland Ecology & Management	1.00
WLM-2219	Wildlife Radiotelemetry	1.00
BIOS-1134	Field Biology I	1.00
ENGL-1510	English Composition I	4.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**18.00**

Course No.	Spring 1	Credit Hours
BIOS-1171	Zoology	3.00
FMAQ-2266	Ichthyology	3.00
WLM-1056	Wildlife Ecology & Identification	3.00
BIOS-1135	Field Biology II	1.00
CHEM-1131	Environmental Chemistry	3.00
FMAQ-2240	Fish Health	2.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
BIOS-2217	Aquatic Ecology	3.00
FMAQ-2239	Pond Nuisance Control	1.00
NRM-1111	Natural Resources Equipment	1.00
BIOS-1160	Watershed Assessment	2.00
COMM-1130	Speech	3.00
GEO-1104	Introduction to GPS & GIS	3.00
GEO-1125	Map Reading & Interpretation	1.00
	Semester Total	**14.00**

Course No.	Spring 2	Credit Hours
FMAQ-2650	Fish Management Capstone (SL)	5.00
WLM-2203	Environmental Ethics	3.00
FMAQ-2220	Fish Culture II	4.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**13.00**
	Total Credit Hours	**61.00**

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

Forest Management

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

Sound forestry practices are more important today than ever before. Responsible and sustainable management of renewable resources and the environment during a time of increasing demand for forestry goods and services represents a tremendous challenge to today's foresters. Issues in forest management, forest ecology, reforestation and reclamation are central to Hocking's Forest Management program.

As a forest technician, your responsibilities will include collection and interpretation of forest data, documentation of environmental conditions, prescribing and implementing forest management practices, checking contract compliance, supervision of field crews and public relations. The program combines a solid academic background with extensive field training. Classroom work is followed by field experience in the safe use of tools and equipment as well as conducting forest inventories, planting trees, wildland fire fighting, and trips to area forestry institutions and businesses.

Program Outcomes

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

· Identifies species of trees using individual characteristics, dichotomous keys and site information;
· Applies knowledge of forest ecology, including plant succession, soils, environmental protection, weather/climate influences and relations of trees to other organisms;
· Practices sound silviculture and reforestation techniques;
· Protects and enhances wooded environments with fire control and use.
· Uses knowledge of the impact of, and methods for controlling insects, diseases and animals;
· Correctly uses equipment and techniques to perform forest and tree measurements;
· Correctly performs land surveys;
· Performs aerial photo and map interpretation;
· Uses effective harvesting techniques, including safe and environmentally sound operation of equipment;
· Collects and analyzes data toward the development and implementation of a project;
· Implements sound forest management plans with an understanding of multiple use principles and awareness of forest products utilization;
· Demonstrates proactive supervision and inspection skills for compliance and enforcement of forest management practices /projects;
· Demonstrates effective communication, math, computer and critical thinking skills;
· Demonstrates professionalism and a strong work ethic;

· Practices business management and marketing techniques to attain set targets/goals in a cost effective manner;
· Demonstrates safe working practices; and,
· Cultivates lifelong learning.

Career Opportunities

Graduates of the Forest Management program are eligible for employment with public and private forestry organizations and operate forestry equipment ranging from a hand compass to the surveyor's transit to chainsaws and bulldozers. Students are qualified for positions such as forestry technician, nursery operator, timber cruiser, restoration and reforestation specialist, fire prevention and suppression worker, insect and disease control technician and log grader.

Associate of Applied Science in Forest Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
THTC-1101	Introduction to Timber Harvest/Tree Care	3.00
FOR-1009	Dendrology I	2.00
FOR-1125	Forest Soils	2.00
EM-1134	Basic Life Support (CPR)/BFA	1.00
FOR-1133	Forest Products Utilization	2.00
MATH-1113	College Algebra	4.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
FOR-1010	Dendrology II	1.00
FOR-1112	Forestland Navigation & Mapping	3.00
FOR-1124	Forest Ecology	2.00
ENGL-1510	English Composition I	4.00
FOR-1123	Forest Measurements	3.00
FOR-2119	Reforestation & Pesticide Applications	3.00
	Semester Total	**16.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
FOR-2120	Applied Silviculture	4.00
GEO-1104	Introduction to GPS & GIS	3.00
WLM-2203	Environmental Ethics	3.00
BIOS-1134	Field Biology I	1.00
FOR-2221	Wildland & Prescribed Fire	3.00
FOR-2226	Forest Operations	2.00
WLM-2227	Management of Forest Wildlife	1.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
FOR-2650	Forest Management (Capstone)	3.00
FOR-2205	Forest Issues & Policy (SL)	2.00
FOR-2210	Forest Mensuration	3.00
BIOS-1135	Field Biology II	1.00
COMM-1130	Speech	3.00
FOR-1131	Forest Entomology & Pathology	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**64.00**

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

GeoEnvironmental Science

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The GeoEnvironmental Science program prepares you to enter the ranks of the technicians, scientists, project managers, planners, and regulators who work daily to preserve and restore the quality of our natural environment. Start a geoenvironmental career as a field and/or laboratory technician by securing one of the over 15,000 new, fulltime, permanent jobs projected for the period 2006-2016 by the U.S. Department of Labor, Bureau of Labor Statistics. Then, build on the solid foundation you laid at Hocking College to advance your position or further your education.

GeoEnvironmental Science is an interdisciplinary field that applies geoscience such as geology, hydrology and soil science, knowledge and techniques to assessing, monitoring, and remediating environmental problems that result from the intersection of Earth's natural processes and human endeavors. GeoEnvironmental specialists apply their knowledge and skills to a broad array of environmental issues and problems including these related to shale-gas development. For example:

- They are pollution detectives who locate and track the spread of contamination threatening safe drinking water supplies, and then pinpoint the nature and source of contamination;
- They protect and restore some of our most critical natural resources by evaluating and monitoring groundwater, surface water and soil contamination and designing and implementing corrective strategies;
- They limit the proliferation and expansion of industrial pollution by reclaiming contaminated industrial sites, "brownfields", for commercial redevelopment; and,
- They evaluate rock, soil and sediment to determine suitability and guide engineering and design approaches to reduce the environmental damage and hazards that accompany construction and improper siting of man-made structures such as highways, landfills, bridges, dams, large buildings, shale-gas drilling sites and mines.

The GeoEnvironmental Science curriculum is exceptional and unique. It was developed in concert with potential industry and government employers and is taught by experienced professionals. The curriculum is built around three core areas: geoscience, geoenvironmental techniques and environmental policy and safety. It is distinguished by many unique and specialized courses that teach critical concepts and hands-on skills.

Program Outcomes

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

- Demonstrate knowledge of regional geology of Ohio and Midwest;
- Read and interpret project documents such as maps, specifications and scope of work;
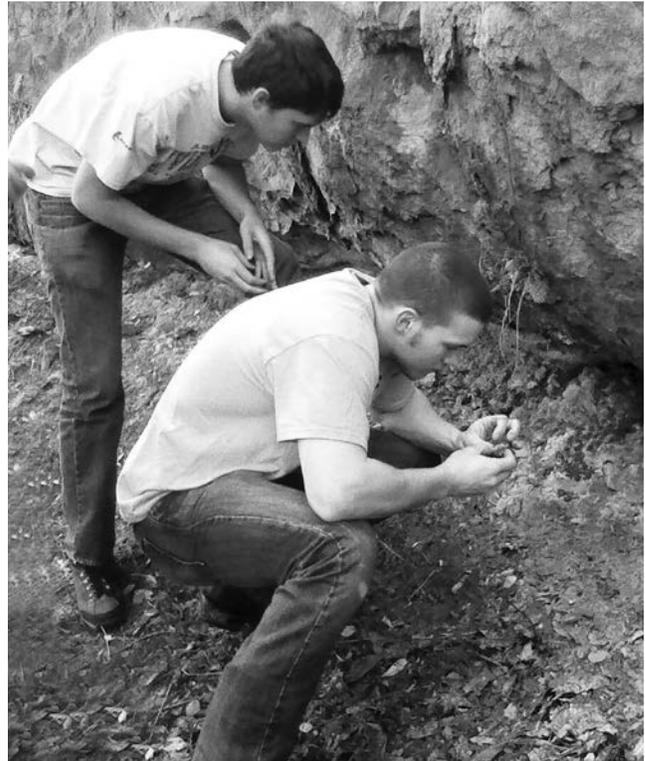
- Review guidance documents and comply with procedures, policies and laws;
- Compile historic and field data to assist in development of reports;
- Collect representative surface water and groundwater samples and implement groundwater monitoring plans;
- Select, operate, calibrate and maintain field and lab equipment;
- Conduct hydrogeological testing for quality and quantity;
- Collect, identify and describe soil, rock and sediment samples;
- Perform geotechnical testing of soil and rock and evaluate parameters;
- Maintain quality control of field samples;
- Operate or assist with subsurface drilling and sampling equipment;
- Collect survey and/or Global Positioning System (GPS) data for Computer Aided Design (CAD) and/or Global Information Systems (GIS) applications; and,
- Utilize word processing, spreadsheet and mapping software.

Career Opportunities

Potential Job Titles:
- Environmental Monitoring Technician
- Environmental Engineering Technician

· Environmental Scientist
· Environmental Inspector
· Geological Technician
· Geoscience Technician
· Soils Technician
· Environmental Specialist
· Urban Conservationist
· Stormwater Manager
· Environmental Field Technician
· Geotechnical Specialist
· Mining and Reclamation Inspector
· Oil/Gas Well Inspector
· Environmental Lab Technician
· Drilling Inspector
· Geophysical Technician

Importantly, employment in these technical specialties is traditionally full-time and permanent. Most of these positions are with environmental consulting firms, geotechnical engineering companies and government agencies. There are several hundred prospective employers across Ohio and the Midwest and many employers have offices in other regions and other countries.

Shale-gas development is expanding job opportunities for GeoEnvironmental Science graduates. Environmental and engineering companies employing GeoEnvironmental Science graduates contract services to support shale-gas drilling, development and production activities. In this capacity graduates are involved in environmental and geotechnical assessment of; new pipeline routes, drilling and production pads, compressor station sites, staging areas etc. Equally important, graduates are conducting pre-drilling sampling and analysis of surface and groundwater, contributing to water availability studies, as well as, sampling and monitoring hydraulic fracturing flow-back fluids. As shale-gas development activities continue to expand, jobs for GeoEnvironmental Science can be expected to increase as well.

Associate of Applied Science in GeoEnvironmental Science

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
GENV-1110	Environmental Laws & Policy	3.00
ENGL-1510	English Composition I	4.00
MATH-1103	Applied Mathematics	3.00
GEOL-1110	Physical Geology	4.00
GENV-1100	Stream Water Quality Monitoring	1.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
GEOL-1120	Historical Geology	4.00
GENV-1130	Storm Water Management	1.00
GEOL-1105	Introduction to Soils	3.00
GENV-1141	GeoEnvironmental Site Assessment I	4.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
GEOL-2250	Hydrogeology	4.00
GENV-1151	GeoEnvironmental Site Assessment II	2.00
GENV-2231	GeoEnv Sampling & Monitoring I	2.00
GEO-1104	Introduction to GPS & GIS	3.00
GENV-2240	Petroleum & Mineral Resource Management	3.00
	Semester Total	**14.00**

Course No.	Spring 2	Credit Hours
GENV-2650	GeoEnv Subsurface Investigation (Capstone)	3.00
WLM-2203	Environmental Ethics	3.00
GENV-2232	GeoEnv Sampling & Monitoring II (SL)	2.00
GENV-2125	OSHA HazWoper Health & Safety Training	1.00
GEOL-2271	Geomorphology	3.00
GEOL-2261	Introduction to Engineering Geology	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**16.00**
	Total Credit Hours	**62.00**

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

Natural Resources Law Enforcement

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The Natural Resources Law Enforcement program prepares you for emergency service and visitor assistance careers in the natural resources field. The program is designed to teach the skills necessary to protect life and resources from harm in federal, state, local, and privately-held parklands, natural areas, recreational sites and managed resource areas. Rangers frequently engage in law enforcement, search and rescue, emergency medicine, fire fighting, visitor and user assistance, resource management and education.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Science in Natural Resources Law Enforcement program:
· Exhibits a professional, personal and ethical lifestyle consistent with law enforcement standards;
· Demonstrates knowledge of the laws of arrest, search and seizure;
· Meets or exceeds fitness standards at local, state and federal agencies;
· Demonstrates basic skills related to investigation and evidence processing;
· Listens and communicates effectively (written and oral) internally and externally;
· Demonstrates a working knowledge of natural resources technical skills; and,
· Applies administrative, leadership and management skills.

Career Opportunities

Graduates of the Natural Resources Law Enforcement Program are eligible for employment as park rangers at private, local, county, state and federal levels.
Job titles may include:
· Park Police Officer
· Law Enforcement Officer
· Environmental Police Officer
· Game Protector
· River Ranger

Associate of Applied Science in Natural Resources Law Enforcement

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
NRLW-1101	NR Law Fitness	1.00
FOR-1009	Dendrology I	2.00
NRLW-1001	Handgun Safety & Proficiency	2.00
NRLW-1100	Introduction to NR Law Enforcement	1.00
NRLW-1107	NR Information Technology & Equipment Operation	3.00
NRM-1111	Natural Resources Equipment	1.00
BIOS-1134	Field Biology I	1.00
ENGL-1510	English Composition I	4.00
GEO-1125	Map Reading & Interpretation	1.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
NRLW-1102	NR Law Fitness	1.00
FOR-1010	Dendrology II	1.00
NRLW-1103	NR Criminal Law	3.00
WLM-1056	Wildlife Ecology & Identification	3.00
BIOS-1135	Field Biology II	1.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**12.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
NRLW-2101	NR Law Fitness	1.00
ECO-1124	Rappelling & Vertical Rope Rescue	3.00
NRLW-2209	NR Administration & Management	2.00
NRM-1113	Watercraft Operation & Maintenance	1.00
WLM-2203	Environmental Ethics	3.00
BIOS-2270	Gamefish Identification	1.00
ECO-1160	Survival Techniques for Wilderness	1.00
EM-1134	Basic Life Support (CPR)/BFA	1.00
WLM-2145	Wildlife Techniques	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
NRLW-2102	NR Law Fitness	1.00
COMM-1130	Speech	3.00
NRLW-2212	Law Enforcement Management & Operations	3.00
WLM-2115	Wildlife Management	3.00
GEO-1102	Introduction to GPS	2.00
GS-2010	Pathway to Prosperity II	1.00
NRLW-2210	Forensic Science-Collection & Preservation (Capstone/SL)	3.00
	Semester Total	**16.00**
	Total Credit Hours	**62.00**

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

Parks & Museum Education

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

Since its inception, the Natural and Historical Interpretation program at Hocking College has become renowned for training experienced, confident and talented educators. Interpreters are teachers whose classrooms exist outside the four walls of a building. As a student in the Natural and Historical Interpretation program, you will be trained to educate others about the environment and human connections to it. Classes use the backdrop of Southeastern Ohio to extract stories of interest in the natural world and the history of nearby areas. Emphasis is placed on practical experience, leading programs with groups of all kinds, exhibit design and development of interpretive sites. You will also receive unique training in researching and developing living history subjects and techniques.

Hocking Woods Nature Center provides Interpretation students the opportunity to work with captive wildlife, including raptors and reptiles. We even have a planetarium for learning and teaching about astronomy and night interpretation.

Robbins Crossing is a collection of authentic log homes that allows students to practice "living history" presentations in period clothing, designed to engage visitors in the skills and lifestyles of the past including blacksmithing, wood stove cooking and woodworking.

Program Outcomes

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

· Interprets accurate information in an interactive, entertaining, and educational fashion to the satisfaction of a variety of audiences;
· Demonstrates leadership abilities in group programming situations, both educational and recreational;
· Prepares programs and materials that strive to achieve the mission of the overseeing agency;
· Demonstrates ability and desire to research and gather information from a variety of sources, including computer usage related to library and internet information;
· Exhibits ability to work cooperatively with other interpreters and professionals;
· Exhibits professional behaviors, such as promptness and preparation for programming assignments;
· Demonstrates effective written communication skills, including customer correspondence, interpretive publications and displays;
· Demonstrates effective use of technology, including web development and social networking opportunities;
· Demonstrates ability to assess and maintain clean, safe facilities and resources; and,
· Initiates and maintains professional contacts in the interpretation field.
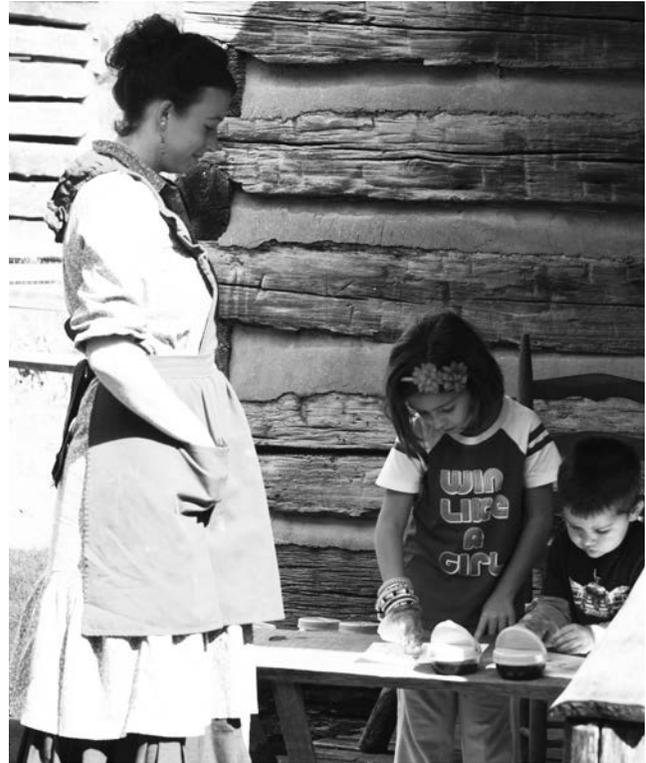
Career Opportunities

Graduates of the Natural and Historical Interpretation program are prepared to perform as practitioners within private and public educational settings, including national, state, and metropolitan parks, residential camps, museums, zoos and educational institutions.

Job titles may include:
· Park Naturalist
· Outdoor/Environmental Education Specialist
· Museum Educator
· Zoo Educator
· Living History Interpreter
· Tour Guide
· Camp Program Specialist
· Interpretive Ranger and Adventure Guide

Depending upon each individual's academic program, background and history of field experiences, entry-level salaries in the natural resources industry may range from $15,000 - $30,000 annually, with lower range employers providing room, board, transportation and uniforms.

Associate of Applied Science in Parks & Museum Education

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FOR-1009	Dendrology I	2.00
PM-1100	Introduction to Interpretation	2.00
WLM-1056	Wildlife Ecology & Identification	3.00
BIOS-1134	Field Biology I	1.00
GEO-1125	Map Reading & Interpretation	1.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**13.00**

Course No.	Spring 1	Credit Hours
FOR-1010	Dendrology II	1.00
PM-1118	Environmental Education Techniques	3.00
PM-1121	Interpretive Guide Techniques	3.00
BIOS-1135	Field Biology II	1.00
BIOS-1163	Wild Edible Plants & Mycology	1.00
ENGL-1510	English Composition I	4.00
WLM-2272	Ornithology	2.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
BIOS-2217	Aquatic Ecology	3.00
PM-2215	Historical Interpretation	2.00
WLM-2203	Environmental Ethics	3.00
ENGL-2225	Technical Writing	3.00
PM-2109	Night Interpretation	1.00
PM-2230	Interpretive Facilites & Displays	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
PM-2650	Interpretation Capstone (SL)	3.00
BIOS-1171	Zoology	3.00
NRM-1113	Watercraft Operation & Maintenance	1.00
PM-2250	Exhibition Planning & Design	3.00
COMM-1130	Speech	3.00
GEOL-2271	Geomorphology	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**17.00**
	Total Credit Hours	**61.00**

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

Water and Wastewater Management

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The goal of the program is to prepare students to become Water/ Wastewaster Operators while also providing numerous hybrid and online continuing educational opportunities for current operators.

Program Outcomes

· Calculate water/wastewater flow rates, storage, detention times, volumes, hydraulics, chemical dosages, and electrical applications.
· Examine and compare federal and state laws and regulation that are applicable to the water/wastewater industry.
· Assess and apply health, safety, emergency planning, and security practices and procedures to evaluate specific working environments within the water/wastewater treatment fields.
· Demonstrate skill in water/wastewater sampling and analysis techniques.
· Analyze and evaluate a variety of water/wastewater treatment processes as well as applicable operation, maintenance, and laboratory procedures.
· Explain a variety of distribution and collection system designs, operations and maintenance.
· Apply the scientific principles behind water resources management to the design of water/wastewater treatment strategies.

Career Opportunities

Water/Wastewater Operators

Associate of Technical Study in Natural Resources Major in Water and Wastewater

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
MATH-1103	Applied Mathematics	3.00
WWM-1430	Drinking Water Treatment	3.00
WWM-2231	Water Resource Management & Protection	3.00
WWM-1130	Stormwater Management	2.00
WWM-1200	Emerging Issues in Water & Wastewater	2.00
WWM-1270	Water/Wastewater Laws & Regulations	2.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
ENGL-1510	English Composition I	4.00
WLM-2203	Environmental Ethics	3.00
WWM-1110	Water/Wastewater Health, Safety & Security	2.00
BIOS-1101	Environmental Science	3.00
WWM-1440	Wastewater Treatment	3.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
WWM-2100	Water Reuse	3.00
WWM-2180	Water/Wastewater Microorganisms	3.00
COMM-1130	Speech	3.00
WWM-1251	Math & Chemistry Applicationss for Operators	4.00
WWM-2210	Water Distribution	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
WWM-2120	Wastewater Collection	3.00
WWM-2151	Industrial Waste Treatment	3.00
GS-2010	Pathway to Prosperity II	1.00
WWM-1120	Water/Wastewater Sampling & Analysis	2.00
WWM-2650	Water/Wastewater Utilities Management (Capstone/SL)	4.00
	Semester Total	**13.00**
	Total Credit Hours	**61.00**

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

Wilderness Horsemanship

School of Natural Resources
Dr. Daniel Kelley, Dean

Program

The horse industry told us what they need in graduates, and we built this program.
· Gain practical experience in working with horses, mules and people in wilderness settings.
· More than just outfitting and different than winning ribbons

It's about working with horses...
· Drive wagons through various terrain
· Teach new students riding techniques
· Learn to properly use necessary equipment and repair it if needed

Elective courses offer even more options:
· Equine health care
· Equine massage
· Farrier courses

Program Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Applied Science in Wilderness Horsemanship:
· Identify, maintain and use safety procedures with horses, tack, and related equipment;
· Perform safety inspection procedures in daily operations;
· Properly feed/water horses, groom/bathe horses and clean stalls;
· Apply knowledge of horse anatomy, conformation and color, health care, teeth identification and floating and emergency shoeing and trimming;
· Manage horses unmounted, to include leading, tying, trailer loading, transporting, approaching catching, haltering and ponying;
· Manage horses without assistance while mounting/dismounting;
· Tack and untack properly, to include fit and adjustment;
· Use wilderness riding skills, including packing care of stock and use of packing equipment;
· Use a computer for word processing and storing of data;
· Communicate professionally with coworkers and with the public;
· Operate and maintain basic maintenance equipment, including chain saw, basic farm equipment and primitive hand tools;
· Handle horses at walk, trot, canter and in varying terrain;
· Provide basic horse health care including preventative health care;
· Properly identify feeds and feeding requirements of equine at all ages and levels of performance; and,
· Demonstrate competency in leathercraft and leather repair related to tack.

Career Opportunities

Right after graduation, you could become a...
· Riding Instructor
· Stable or Barn Manager
· Outfitter/Packer
· Guide/Wrangler
· Leather Worker
· Teamster
· Groomer
In a few years, you could be in a...
Management position

Associate of Applied Science in Wilderness Horsemanship

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
EQSI-1104	Intro to Horse Handling & Management	3.00
EQSI-1109	Novice Horsemanship	3.00
ENGL-1510	English Composition I	4.00
EQSI-1117	Intermediate Horsemanship	3.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
EQSI-2225	Advanced Horsemanship	3.00
MATH-1103	Applied Mathematics	3.00
WLM-2203	Environmental Ethics	3.00
BIOS-1101	Environmental Science	3.00
EQSI-2200	Horse Packing	3.00
EQSI-2230	Team Driving	2.00
	Semester Total	**17.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
EQSI-1102	Advanced Horse Handling	3.00
EQSI-1112	Equine Health	3.00
EQSI-2252	Teaching Horsemanship	3.00
BUS-1100	Introduction to Entrepreneurship	3.00
EQSI-2241	Colt Starting	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
EQSI-2651	Colt Training (Capstone)	4.00
BUS-1102	Introduction to Management	3.00
ECO-2229	Wilderness First Responder	1.00
EQSI-1132	Stable & Facility Management (SL)	3.00
EQSI-2242	Equine Assessment	1.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**13.00**
	Total Credit Hours	**60.00**

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

Wildlife Resources Management

School of Natural Resources
Dr. Daniel Kelley, Dean

Description

The Wildlife program at Hocking College is a hands-on, experience-based curriculum. Students actively learn and practice field skills here that they will only hear about in other more traditional wildlife management programs. In addition, students leave our program with a strong conceptual understanding of wildlife management, ecology and conservation, as well as botany and plant ecology and identification, and natural resources as a whole. Skills learned include wildlife, fish and plant field and lab identification; wildlife field data collection techniques such as survey, capture, radio telemetry, habitat and population sampling; and other general field skills such as map reading, watercraft operation and natural resources equipment operation.

The Wildlife Resources Management degree is designed for students interested in seeking employment in fish and wildlife careers after acquiring their two-year associate degree. Most positions with Ohio county and state parks and the Ohio Division of Wildlife, require a two-year wildlife degree.

Program Outcomes

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

· Demonstrates technical skills and techniques in wildlife management to work effectively in diverse settings;
· Applies biological knowledge and skills to manage wildlife habitat and populations;
· Collects, analyzes, interprets and applies wildlife/fish population and habitat data;
· Communicates effectively in writing and speech with public and other natural resources professionals;
· Models ethical, leadership and supervisory skills;
· Interprets, applies and communicates natural resources law and policy; and,
· Demonstrates math skills for utilization in practical fields and other wildlife applications.

Career Opportunities

The Wildlife Resources Management degree will qualify graduates for entry-level jobs such as county wildlife officer, fish or wildlife technician, park naturalist and county soil and water conservation district wildlife specialist positions in Ohio, plus some technician and assistant jobs with other state and federal agencies.

Associate of Applied Science in Wildlife Resources Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FOR-1009	Dendrology I	2.00
WLM-1056	Wildlife Ecology & Identification	3.00
WLM-2219	Wildlife Radiotelemetry	1.00
BIOS-1134	Field Biology I	1.00
BIOS-1171	Zoology	3.00
ENGL-1510	English Composition I	4.00
FOR-1020	Forest Management Techniques	1.00
NRM-1110	Chain Saw Operations & Maintenance	1.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
BIOS-1119	Botany	3.00
FMAQ-2266	Ichthyology	3.00
FOR-1010	Dendrology II	1.00
WLM-2145	Wildlife Techniques	3.00
BIOS-1135	Field Biology II	1.00
MATH-1113	College Algebra	4.00
NRM-1111	Natural Resources Equipment	1.00
WLM-2272	Ornithology	2.00
	Semester Total	**18.00**

Course No.	Summer 1	Credit Hours
NRM-2600	Natural Resources Practicum	1.00
	Semester Total	**1.00**

Course No.	Autumn 2	Credit Hours
BIOS-2217	Aquatic Ecology	3.00
WLM-2104	Wetland Ecology & Management	1.00
CHEM-1131	Environmental Chemistry	3.00
Or WLM-2212	Ecology & Management of Grassland Wildlife	2.00
GEO-1104	Introduction to GPS & GIS	3.00
WLM-2115	Wildlife Management	3.00
WLM-2210	Wildlife & NR Law & Policy	3.00
	Semester Total	**15.00 - 16.00**

Course No.	Spring 2	Credit Hours
WLM-2650	Wildlife Capstone (SL)	4.00
COMM-1130	Speech	3.00
WLM-2251	Biostatistics for Wildlife Management	3.00
GS-2010	Pathway to Prosperity II	1.00
WLM-2203	Environmental Ethics	3.00
	Semester Total	**14.00**
	Total Credit Hours	**65.00 - 66.00**

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

Advanced Energy

School of Workforce Development
Sean Terrell, Dean

Program

The Advanced Energy Program provides students with the skills necessary to enter a career in the growing field of Photovoltaic (PV) installation. PV is the largest growing portion of the renewable energy industry. The coursework is designed to provide competency in the electrical and framing trades, as well as PV system design, electrical and mechanical integration, and PV system installation.

This program was designed and influenced by veteran PV industry professionals with over 50 years of combined experience; with a range in experience from residential, commercial, and military installation training professionals, to operations managers, skilled labor recruiters, safety & quality engineers, and install crew leads. Other types of renewable energy will be covered. However, as PV is the largest renewable energy sector and many of the same electrical and mechanical design concerns apply, PV will remain the focus of this Code based program.

Program Outcomes

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

· PV system audit and design techniques
· PV system installation techniques
· Other types of renewable energy generation
· Energy storage
· Electrical trade skills
· Roofing trade skills
· Framing trade skills
· Types of employment in the renewable energy sector

Career Opportunities

· Solar Photovoltaic System Installer
· Solar Photovoltaic System Designer
· Solar Photovoltaic System Repair Technician
· Solar Photovoltaic System Site Auditor
· Project Manager
· Solar Photovoltaic Sales and Customer Service

Associate of Applied Science in Advanced Energy

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CMEL-1100	Electrical Trades	6.00
CM-1000	Construction Safety OSHA 30	3.00
ENGL-1510	English Composition I	4.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
CMEL-1200	Residential Wiring	6.00
COMM-1130	Speech	3.00
BIOS-1101	Environmental Science	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**15.00**

Course No.	Autumn 2	Credit Hours
AE-2101	Solar Photovoltaic Systems I	4.00
AMD-1107	Architecture Design	3.00
CMCP-1100	Basic Framing	6.00
ERT-1103	Surveying Concepts & Blueprint Reading	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
AE-2102	Solar Photovoltaic Systems II	5.00
SUPR-2235	Supervision & Leadership	3.00
AE-2650	Alternative Energy Capstone	4.00
CM-2105	Project Management	3.00
CM-2109	Construction Materials Estimating	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**18.00**
	Total Credit Hours	**63.00**

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

Advanced Manufacturing and Engineering Technologies

School of Workforce Development
Sean Terrell, Dean

Program

Advanced Manufacturing is growing at a rapid pace. According to Deloitte, in the next decade an anticipated 3.5 million manufacturing jobs will likely be needed. Furthermore, it is estimated that 2 million of these jobs will go unfilled due to the "skills gap." In order to prepare students for the advanced, high-tech manufacturing careers that await them, Hocking College's Advanced Manufacturing and Engineering Technologies Program has the solution!

Students will engage in the fundamentals of manufacturing and design and be exposed to the exact equipment utilized in industry today. The program will be centered around robotics and automation and emulate real-world advanced manufacturing processes.

In addition to earning an Associate of Applied Science degree, students have the opportunity to earn stackable industry credentials in the areas of: Industrial Robotics (FANUC), Programmable Logic Controllers/ PLCs (Allen-Bradley) and Fluid Power (Parker Hannifin).

Hocking College has established partnerships with industry employers. These partnerships will help the program stay ahead of industry trends, and give students a possible career path upon graduation.

Associate of Applied Science in Advanced Manufacturing and Engineering Technologies

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
AMD-1107	Architecture Design	3.00
ROB-1010	Introduction to Industrial Robotics	3.00
AMD-1101	Mechanical Design	5.00
ENGL-1510	English Composition I	4.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
EE-1126	Electricity	3.00
MICS-1141	Introduction to Word & Excel	1.00
ROB-1020	Robotics Programming	3.00
AMD-2202	Advanced Mechanical Design	4.00
MATH-1108	Intermediate Algebra	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
EE-1140	Programmable Logic Controllers (PLCs)	3.00
PHYS-1201	Physics - Motion	4.00
BUS-1100	Introduction to Entrepreneurship	3.00
COMM-1130	Speech	3.00
EGR-2010	Introduction to Pneumatic & Hydraulic Systems	3.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
ROB-2020	Advanced Robotics Applications	3.00
ROB-2650	Advanced Manufacturing Capstone (SL)	5.00
GS-2010	Pathway to Prosperity II	1.00
ROB-2600	Advanced Manufacturing Practicum	2.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	**14.00**
	Total Credit Hours	**60.00**

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

Automotive Technology

School of Workforce Development
Sean Terrell, Dean

Program Information

As a student in AutoTech, you'll gain hands-on experience through coursework and industry participation. You'll learn the fundamentals of automotive technology as well as the management skills of the industry, leading you on a successful career path.

Key benefits of choosing the Hocking College Automotive Technology program include:

· Learn from experienced automotive instructors
· Train in a modern automotive repair space
· Complete practicums relevant to the course work
· Engage in community involvement
· Travel across the country for professional development opportunities
· Students are guaranteed paid-internship opportunities working with our strong industry partners

Outcomes

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

· Operate fundamental tools equipment and resources related to basic Automotive Service in a safe and prescribed manner.
· Research, communicate diagnosis/estimate, document, and bill for completed service procedures utilizing appropriate technology.
· Evaluate costumer concerns and diagnose possible system or component malfunctions.
· Inspect, Diagnose, Repair/Replace and/or Rebuild automotive suspension, brake, drivetrain, HVAC, emission, power-plant, and engine control systems.
· Determine the correct procedure for the repair and then correctly perform the procedure.
· Apply good customer relations skills in all interactions with customers.

Careers Opportunities

Auto mechanic and technician

Associate of Applied Science in Automotive Technology

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
AUTO-1111	Automotive Service Orientation	4.00
MICS-1141	Introduction to Word & Excel	1.00
AUTO-2018	Automotive Steering Suspension & Brakes	5.00
ENGL-1510	English Composition I	4.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
AUTO-1102	Internal Combustion Engine	3.00
MATH-1103	Applied Mathematics	3.00
AUTO-1104	Automotive Drive Systems	5.00
COMM-1130	Speech	3.00
	Semester Total	**14.00**

Course No.	Summer 1	Credit Hours
AUTO-2600	Automotive Practicum	2.00
	Semester Total	**2.00**

Course No.	Autumn 2	Credit Hours
AUTO-1100	Automotive Electricity	5.00
AUTO-2100	Automotive HVAC	3.00
AUTO-2102	Introduction to Automotive Diagnostics	4.00
PHYS-1201	Physics - Motion	4.00
	Semester Total	**16.00**

Course No.	Spring 2	Credit Hours
AUTO-2202	Advanced Diagnostics	4.00
BUS-1100	Introduction to Entrepreneurship	3.00
AUTO-2650	Automotive Capstone (SL)	5.00
GS-2010	Pathway to Prosperity II	1.00
PSYC-1120	Organizational Behavior	3.00
	Semester Total	**16.00**
	Total Credit Hours	**63.00**

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

Baking

School of Workforce Development
Sean Terrell, Dean

Program

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

Program Outcomes

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

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

Career Opportunities

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

Associate of Applied Business in Culinary Arts - Major in Baking

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CULA-1101	Introduction to Baking & Culinary Industry	3.00
ENGL-1510	English Composition I	4.00
CULA-1109	Safety & Sanitation	1.00
CULA-1115	Baking Development: Breads & Pastries	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
CULA-1106	Pastries, Cakes and Desserts	3.00
CULA-1126	Planning & Purchasing	2.00
CULA-1132	Baking Production Lab Experience I	3.00
CULA-1136	Yeast Dough Production	3.00
CULA-1201	Catering Banquet Lab I	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00
	Semester Total	**17.00**

Course No.	Autumn 2	Credit Hours
ACC-1101	Financial Accounting I	3.00
CULA-2135	Petit Fours, Miniatures & Class Pastries	3.00
CULA-2240	Table Service (SL)	1.00
CULA-2162	Candy and Confections	3.00
CULA-2601	Baking Production Lab Experience II (Practicum)	3.00
SUPR-1117	Hospitality Supervision	2.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
COMM-1130	Speech	3.00
CULA-2134	Baking Production Lab Experience III	3.00
PSYC-1120	Organizational Behavior	3.00
BIOS-1112	The Human Organism	4.00
CULA-2651	Baking Capstone Experience	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**17.00**
	Total Credit Hours	**64.00**

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

Construction Management – Carpentry

School of Workforce Development
Sean Terrell, Dean
This program is offered exclusively at our Logan Campus

Program

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

Program Outcomes

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

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

Career Opportunities

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

Associate of Technical Study in Construction Management - Carpentry

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CM-1000	Construction Safety OSHA 30	3.00
ENGL-1510	English Composition I	4.00
CMCP-1100	Basic Framing	6.00
WELD-1121	Introduction to Welding	3.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
CM-1107	Forklift & Scissor Lift Certification	3.00
COMM-1130	Speech	3.00
CMCP-1200	Internal/External Finishes	6.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
CM-2600	Construction Practicum I (SL)	2.00
	Semester Total	**2.00**

Course No.	Autumn 2	Credit Hours
CMCP-2300	Concrete & Rigging	6.00
ERT-1103	Surveying Concepts & Blueprint Reading	3.00
BIOS-1101	Environmental Science	3.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
CM-2105	Project Management	3.00
CMCP-2650	Commercial Construction (Capstone)	6.00
AMD-1107	Architecture Design	3.00
CM-2109	Construction Materials Estimating	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**64.00**

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

Construction Management – Commercial & Residential Electricity

School of Workforce Development
Sean Terrell, Dean
This program is offered exclusively at our Logan Campus

Program

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

Program Outcomes

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

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

Career Opportunities

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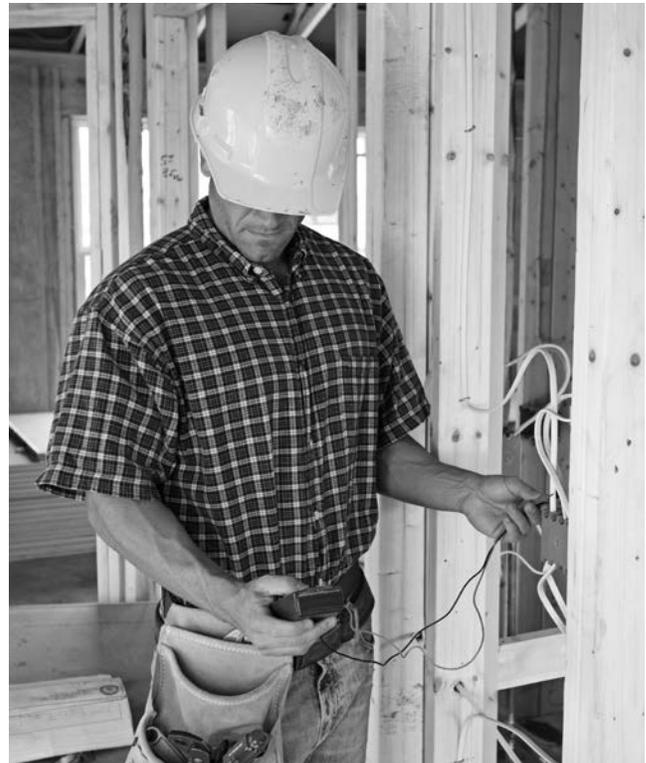
Associate of Technical Study in Construction Management Residential and Commercial Electricity

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CMEL-1100	Electrical Trades	6.00
WELD-1121	Introduction to Welding	3.00
CM-1000	Construction Safety OSHA 30	3.00
ENGL-1510	English Composition I	4.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
CMEL-1200	Residential Wiring	6.00
COMM-1130	Speech	3.00
CM-1107	Forklift & Scissor Lift Certification	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**15.00**

Course No.	Summer 1	Credit Hours
CM-2600	Construction Practicum I (SL)	2.00
	Semester Total	**2.00**

Course No.	Autumn 2	Credit Hours
BIOS-1101	Environmental Science	3.00
ERT-1103	Surveying Concepts & Blueprint Reading	3.00
CMEL-2300	Commercial Wiring Applications	6.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
AMD-1107	Architecture Design	3.00
CM-2105	Project Management	3.00
CM-2109	Construction Materials Estimating	2.00
CMEL-2650	Advanced Electrical Topics (Capstone)	6.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**64.00**

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

Culinary Arts

School of Workforce Development
Sean Terrell, Dean

Program

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

Accreditation

Accredited through the American Culinary Federation Education Foundation Accrediting Commission.

Program Outcomes

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

Career Opportunities

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

Associate of Applied Business in Culinary Arts

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CULA-1101	Introduction to Baking & Culinary Industry	3.00
ENGL-1510	English Composition I	4.00
CULA-1109	Safety & Sanitation	1.00
CULA-1111	Stocks, Soups & Sauces	3.00
MATH-1103	Applied Mathematics	3.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
CULA-1115	Baking Development: Breads & Pastries	3.00
CULA-1126	Planning & Purchasing	2.00
CULA-1201	Catering Banquet Lab I	3.00
CULA-1113	Fundamentals of Cuisine	3.00
CULA-2150	Nutrition in Commercial Food Service Operations	3.00
SUPR-1117	Hospitality Supervision	2.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
ACC-1101	Financial Accounting I	3.00
CULA-2106	Meat/Poultry/Seafood Prod & Commissary	3.00
CULA-2240	Table Service (SL)	1.00
CULA-2117	Garde Manger	3.00
CULA-2600	Culinary Arts Lab II (Practicum)	4.00
	Semester Total	**14.00**

Course No.	Spring 2	Credit Hours
COMM-1130	Speech	3.00
CULA-2228	American & International Cuisine	3.00
PSYC-1120	Organizational Behavior	3.00
BIOS-1112	The Human Organism	4.00
CULA-2650	Culinary Capstone Experience	3.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**17.00**
	Total Credit Hours	**62.00**

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

Fermentation Science

School of Workforce Development
Sean Terrell, Dean

Program

Hocking College students in the Fermentation Science program have the unique opportunity to learn in real-world training laboratories. Students will receive hands-on training as they immerse themselves in three different businesses owned and operated by the College; Rhapsody fine-dining restaurant, The Lodge Conference Center and Straitsville Special Distillery. Additionally, Hocking College already has resources and infrastructure in place that will function to add to the overall teaching and learning environment for students. Hocking College planted 1200 vines on all three campuses and are anticipating our first harvest in 2018. These living laboratories provide our students with practical skills designed to prepare them as skilled technicians and entrepreneurs.

Program Outcomes

1. To identify appropriate and quality raw materials and articulate how to transform them into a fermented consumable product.
2. To Produce or improve the overall quality of a fermented product utilizing scientific principles concerning raw materials and appropriate equipment to achieve a consistent product (beer, wine, spirit, and food)
3. Explain the principles of sound engineering within a fermentation facility and troubleshoot issues that arise within the day to day operations of running a brewery, winery, distillery, and/or a culinary fermentation facility.
4. Measure and articulate flavor attributes in order to identify and alter flavor profiles
5. Develop, maintain, and/or improve the sanitation of a fermentation facility by utilizing time, temperature, and exposure (to chemicals) thru a regular and consistent cleaning regiment.
6. Demonstrate recipe development and batch production utilizing standard equipment.

Career opportunities

Students will learn a foundational knowledge of Fermentations: Raw Materials, Process, Engineering, Recipe Development, Lab/QC, as well as entrepreneurship skills that will enable them to be employed upon graduation as a technician, start their own brewery, winery, distillery, or culinary fermentation business. The program prepares students to begin their journey as brewers, winemakers, distillers, and culinary fermentation makers by giving them the skills necessary to continue learning independently after their time at Hocking College.

Associate of Applied Science in Fermentation Science - Major in Brewing

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FERM-1000	Basic Raw Materials & Origins	2.00
MICR-1201	Microbiology	4.00
CHEM-1102	Chemistry I	4.00
CULA-1109	Safety & Sanitation	1.00
FERM-1200	Sensory Analysis	3.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
FERM-1300	Fermentation Microbiology Yeast, Water	2.00
HOTR-1233	Food & Beverage Planning & Cost Controls	2.00
MATH-1103	Applied Mathematics	3.00
ENGL-1510	English Composition I	4.00
FERM-2300	Beverage Calculations, Engineering	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
FERM-2001	Brew Ingredients	3.00
FERM-2101	Brewing Fermentation & Production (SL)	3.00
PSYC-1120	Organizational Behavior	3.00
FERM-2201	Advanced Craft Brewing	3.00
FERM-2301	Brewhouse Professional Practices	3.00
FERM-2600	Fermentation Practicum	2.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
FERM-2220	Fermentation Startup/Entrepreneurship	3.00
FERM-2400	Packaging, Materials, Quality	3.00
Or FERM-2401	Packaging, Materials, Quality With Certification	3.00
BUS-1110	Marketing	3.00
COMM-1130	Speech	3.00
FERM-2650	Beer Fermentation Capstone	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**61.00**

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

Associate of Applied Science in Fermentation Science - Major in Culinary Fermentation

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FERM-1000	Basic Raw Materials & Origins	2.00
MICR-1201	Microbiology	4.00
CHEM-1102	Chemistry I	4.00
CULA-1109	Safety & Sanitation	1.00
FERM-1200	Sensory Analysis	3.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
FERM-1300	Fermentation Microbiology Yeast, Water	2.00
HOTR-1233	Food & Beverage Planning & Cost Controls	2.00
MATH-1103	Applied Mathematics	3.00
ENGL-1510	English Composition I	4.00
FERM-2300	Beverage Calculations, Engineering	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
FERM-2004	Traditional Enhanced Food Techniques	3.00
FERM-2104	Food Systems Chemistry	3.00
PSYC-1120	Organizational Behavior	3.00
FERM-2204	Science of Food Fermentation	3.00
FERM-2304	Culinary Fermentation Advance Processing (SL)	3.00
FERM-2600	Fermentation Practicum	2.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
FERM-2220	Fermentation Startup/Entrepreneurship	3.00
FERM-2400	Packaging, Materials, Quality	3.00
Or FERM-2401	Packaging, Materials, Quality with Certification	3.00
BUS-1110	Marketing	3.00
COMM-1130	Speech	3.00
FERM-2651	Culinary Fermentation Capstone	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**61.00**

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

Associate of Applied Science in Fermentation Science - Major in Distilled Spirits

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FERM-1000	Basic Raw Materials & Origins	2.00
MICR-1201	Microbiology	4.00
CHEM-1102	Chemistry I	4.00
CULA-1109	Safety & Sanitation	1.00
FERM-1200	Sensory Analysis	3.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
FERM-1300	Fermentation Microbiology Yeast, Water	2.00
HOTR-1233	Food & Beverage Planning & Cost Controls	2.00
MATH-1103	Applied Mathematics	3.00
ENGL-1510	English Composition I	4.00
FERM-2300	Beverage Calculations, Engineering	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
FERM-2003	Preparation of Fermentable Extract	3.00
PSYC-1120	Organizational Behavior	3.00
FERM-2103	Fermentation, Distillation, Maturation	3.00
Or FERM-2105	Fermentation, Distillation, Maturation with Certification	3.00
FERM-2203	Botanicals Workshop	3.00
FERM-2303	Distillation Operations (SL)	3.00
FERM-2600	Fermentation Practicum	2.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
FERM-2220	Fermentation Startup/Entrepreneurship	3.00
FERM-2400	Packaging, Materials, Quality	3.00
Or FERM-2401	Packaging, Materials, Quality with Certification	3.00
BUS-1110	Marketing	3.00
COMM-1130	Speech	3.00
FERM-2652	Spirit Distillation & Fermentation Capstone	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**61.00**

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

Associate of Applied Science in Fermentation Science - Major in Viticulture

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
FERM-1000	Basic Raw Materials & Origins	2.00
MICR-1201	Microbiology	4.00
CHEM-1102	Chemistry I	4.00
CULA-1109	Safety & Sanitation	1.00
FERM-1200	Sensory Analysis	3.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
FERM-1300	Fermentation Microbiology Yeast, Water	2.00
HOTR-1233	Food & Beverage Planning & Cost Controls	2.00
MATH-1103	Applied Mathematics	3.00
ENGL-1510	English Composition I	4.00
FERM-2300	Beverage Calculations, Engineering	3.00
	Semester Total	**14.00**

Course No.	Autumn 2	Credit Hours
FERM-2002	Viniculture Grape Growth & Physiology	3.00
FERM-2102	Wine Production Principles	3.00
PSYC-1120	Organizational Behavior	3.00
ERM-2202	Wine Styles & Blending	3.00
Or FERM-2205	Wine Styles & Blending with Certification	3.00
FERM-2302	Enology Winemaking (SL)	3.00
FERM-2600	Fermentation Practicum	2.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
FERM-2220	Fermentation Startup/Entrepreneurship	3.00
FERM-2400	Packaging, Materials, Quality	3.00
Or FERM-2401	Packaging, Materials, Quality With Certification	3.00
BUS-1110	Marketing	3.00
COMM-1130	Speech	3.00
FERM-2653	Wine Capstone	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**61.00**

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

Heavy Equipment Management

School of Workforce Development
Sean Terrell, Dean

Program

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

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

Program Outcomes

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

1. Identify construction site and heavy equipment safety hazards and the proper use and maintenance of protective personal equipment;
2. Perform pre-start and shut-down walk around and inspection procedures and secure equipment for proper parking and/or loading and transportation;
3. Read blueprints and topographical maps, operate laser leveling devices, and calculate slope percentages;
4. Digitally display, store, and retrieve data related to site plan calculations and maintenance records;
5. Perform basic welding functions, basic hydraulic system analysis and small engine and mechanical repairs as needed;
6. Communicate with co-workers, supervisors, and the public in a professional and responsible manner;
7. Calculate slope ratios and percentages, grade and elevation, bench height, and cubic foot material and load amount;s
8. Operates heavy equipment efficiently, responsibly, and safely;
9. Practice land management awareness principles such as positive drainage, fertilization, water quality, and soil pH; and,
10. Construct and perform maintenance on state and national forest trails, work on a variety of construction projects (residentia l and commercial).

Career Opportunities

The Heavy Equipment Manabeent program prepares graduates for occupations in commercial and residential construction and extraction work, highway construction and maintenance work, pipelines, landfills, landscaping, environment al restoration, commercial trucking, and heavy equipment maintenance.

· Construction and extraction work
· Highway maintenance
· Pipelines
· Landfills
· State and national forest trail maintenance and construction
· Landscaping
· Environmental restoration
· Equipment sales and service
· Environmental testing
· Consulting
· Equipment rentals
· Equipment transportation
· Site development
· Agricultural land clearing and drainage

Associate of Technical Study in Heavy Equipment Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CM-1000	Construction Safety OSHA 30	3.00
ERT-1101	Equipment Operations I	6.00
ENGL-1510	English Composition I	4.00
ERT-1110	Construction Basics	3.00
	Semester Total	**17.00**

Course No.	Spring 1	Credit Hours
BIOS-1101	Environmental Science	3.00
COMM-1130	Speech	3.00
WELD-1121	Introduction to Welding	3.00
ERT-1103	Surveying Concepts & Blueprint Reading	3.00
MATH-1103	Applied Mathematics	3.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	**18.00**

Course No.	Summer 1	Credit Hours
ERT-1102	Equipment Operations II	6.00
ERT-1107	Heavy Equipment Maintenance & Repair I	3.00
ERT-2600	Heavy Equipment Maintenance & Repair Practicum (SL)	3.00
	Semester Total	**12.00**

Course No.	Autumn 2	Credit Hours
ERT-2650	Heavy Equipment Capstone	11.00
GS-2010	Pathway to Prosperity II	1.00
CM-1107	Forklift & Scissor Lift Certification	3.00
Or ERT-1177	Commercial Driver License	5.00
	Semester Total	**15.00 - 17.00**
	Total Credit Hours	**62.00 - 64.00**

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

Hotel and Restaurant Management

School of Workforce Development
Sean Terrell, Dean

Program

Associate of Applied Business in Hotel and Restaurant Management
Are you seeking a hospitality management and restaurant training degree? Why not consider one of the best hotel schools offering higher education in hotel management?

Our program caters to a diverse market of individuals. Whether you are a recent high school graduate or have prior experience in the field of hospitality, we will design a unique program to fit your needs.
· Transferable credits from hospitality career centers offering approved curriculum;
· Certified courses through the American Hotel and Lodging Association;
· Online hospitality courses;
· Extensive hands-on training;
· Cooperative work experience or internships at participating sites to include: Walt Disney World College Program, Hyatt, Hilton, Westin, Ritz Carlton, Marriott, Holiday Inn, The Greenbrier, The Homestead, Sandals; and,
· Excellent job placement

You'll learn every aspect of both hospitality and restaurant training from basic skills through management training, leading you to a high paying hospitality job.

Advance in your career of hospitality jobs by obtaining certifications in the following areas:
· Food and Beverage Management;
· Accounting and Financial Management;
· Rooms Division Management;
· Marketing and Sales;
· Human Resource Management; and
· Club Management

All courses are taught with materials from the Educational Institute of the American Hotel and Lodging Association, and your faculty is former and current hotel and restaurant managers, district and regional managers, director of operations and hotel owners.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Associate of Applied Business in Hotel and Restaurant Management:
· Communicates clearly and concisely through all forums and facets of job performance with associates, guests and vendors;
· Demonstrates professional skills and attitudes;
· Practices ethical conduct;
· Demonstrates knowledge of current state and federal laws influencing human resource operations;

· Attracts, assembles, trains and retains quality individuals;
· Demonstrates organizational and prioritization skills;
· Assembles, supervises, leads and motivates individuals and teams;
· Interprets and analyzes financial operations;
· Anticipates, recognizes and resolves situations utilizing problem solving skills;
· Exhibits exceptional service, hospitality and attention to guest satisfaction;
· Performs basic skills for all areas of hotel and restaurant operations;
· Demonstrates basic knowledge of sales and marketing concepts;
· Provides and maintains guest safety and security; and,
· Demonstrates ability to control, calculate and correct food and beverage cost.

Career Opportunities

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

Associate of Applied Business in Hotel and Restaurant Management

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CULA-1101	Introduction to Baking & Culinary Industry	3.00
ENGL-1510	English Composition I	4.00
CULA-1109	Safety & Sanitation	1.00
CULA-1126	Planning & Purchasing	2.00
MATH-1103	Applied Mathematics	3.00
SUPR-1117	Hospitality Supervision	2.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
HOTR-1233	Food & Beverage Planning & Cost Controls	2.00
HOTR-2170	Hospitality Sales & Marketng	2.00
HOTR-2600	Hospitality Practicum Exp I	2.00
COMM-1130	Speech	3.00
CULA-2240	Table Service (SL)	1.00
HOTR-2108	Hospitality Human Resources	2.00
MICS-1121	Microsoft Office	3.00
	Semester Total	**15.00**

Course No.	Autumn 2	Credit Hours
CULA-1201	Catering Banquet Lab I	3.00
HOTR-1241	Front Office Operations	2.00
HOTR-1242	Housekeeping Management	2.00
ACC-1101	Financial Accounting I	3.00
HOTR-1118	Hospitality Facilities & Technologies	3.00
HOTR-2601	Hospitality Practicum Exp II	2.00
	Semester Total	**15.00**

Course No.	Spring 2	Credit Hours
HOTR-2232	Contemporary Club Management	2.00
HOTR-2650	Hospitality Manement Development (Capstone)	3.00
PSYC-1120	Organizational Behavior	3.00
BIOS-1112	The Human Organism	4.00
GS-2010	Pathway to Prosperity II	1.00
HOTR-1234	Managing Beverage Operations	2.00
HOTR-2243	Hospitality Law	2.00
	Semester Total	**17.00**
	Total Credit Hours	**63.00**

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

HVAC

School of Workforce Development
Sean Terrell, Dean

Program

As one of the in-demand jobs nationally and specifically in Ohio with job growth projected at 15%, students will receive training in heating, ventilation, air conditioning and refrigeration, working towards industry-recognized certifications and troubleshooting techniques to be job-ready upon graduation. Students will gain on-the-job training from industry partners throughout the curriculum as well as in lab scenario training on installation and maintenance.

Associate of Technical Study in Construction Management - HVAC

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
CMHV-1100	NCCER Level 1 - Basic HVAC	6.00
CM-1000	Construction Safety OSHA 30	3.00
ENGL-1510	English Composition I	4.00
	Semester Total	**14.00**

Course No.	Spring 1	Credit Hours
CMHV-1200	NCCER Level 2-HVAC Intermediate	6.00
MATH-1103	Applied Mathematics	3.00
CM-1107	Forklift & Scissor Lift Certification	3.00
CM-2600	Construction Practicum I (SL)	2.00
COMM-1130	Speech	3.00
	Semester Total	**17.00**

Course No.	Autumn 2	Credit Hours
AMD-1107	Architecture Design	3.00
CMHV-2300	NCCER Level 3-HVAC Advanced I Troubleshooting	6.00
BIOS-1101	Environmental Science	3.00
CM-2601	Construction Practicum II	2.00
SUPR-2235	Supervision & Leadership	3.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
CM-2105	Project Management	3.00
CMHV-2400	NCCER Level 4-HVAC Advanced II Conservation	6.00
CM-2109	Construction Materials Estimating	2.00
CM-2602	Construction Practicum III	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**14.00**

	Total Credit Hours	**62.00**

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

Laboratory Sciences – Cannabis Laboratory

School of Workforce Development
Sean Terrell, Dean

Program

When the state of Ohio passed HB523, eligibility to apply for a cannabis testing lab license was limited to Ohio public institutes of higher education. In the public dialogue, there was significant concern that no institutes were going to apply for fear of federal crackdown. In this way, there was a very significant need for any pubic institute to step up and fulfill the Ohio mandate by provide safety testing and quality control for the entire medical cannabis supply chain in Ohio. Hocking College is proud to serve this critical medial testing laboratory need and train our students to enter this growing job market.

Job Outlook

By 2026, cannabis is projected to be a $50 billion industry. As the market gets larger and there's enforcement for testing, there's no doubt that there'll be more need for testing services and highly-skilled and trained cannabis medical laboratory technicians. It is anticipated that a lot of these labs will grow, and at the federal level, it is anticipated that we will see labs that are now servicing other markets, including big contract labs, cross into cannabis once some regulations are standardized. USA Salary Ranges: $35,000 to $55,000/year or $15 to $20/hr

Outcomes

Cannabis laboratory technicians require the following skills and experience:
· Ability to prepare many samples in a fast-paced environment
· Knowledge of LC-MS/MS, GC-MS/MS, HPLC, ICP-AES/MS
· Familiar with Shimadzu and Agilent instrumentation and software
· Knowledge of microbial enumeration (petrifilm and traditional plating)
· PCR and microbiology experience
· Knowledge of the cannabis industry

Associate of Applied Science in Laboratory Sciences - Major in Cannabis Laboratory

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BIOS-1119	Botany	3.00
ENGL-1510	English Composition I	4.00
CANN-1101	Humans, Cannabis & The Forgotten History	3.00
MATH-1113	College Algebra	4.00
	Semester Total	**15.00**

Course No.	Spring 1	Credit Hours
COMM-1130	Speech	3.00
MICR-1201	Microbiology	4.00
ENGL-2225	Technical Writing	3.00
LAB-1102	Introduction to Laboratory Sciences	3.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Autumn 2	Credit Hours
CANN-1106	Cannabis Supply Chain & Economics	3.00
CANN-2201	Industry Regulations & Compliance	3.00
CHEM-1102	Chemistry I	4.00
CANN-1121	Instruments & Analysis I	4.00
CANN-2225	Looking Forward-Cannabis Unknowns, Society & Wellness	3.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
CANN-2221	Instruments & Analysis II	4.00
CANN-2650	Cannabis Laboratory Tech-Capstone (SL)	4.00
CANN-2206	Production Optimization & Resource Efficiency	3.00
CANN-2600	Cannabis Laboratory Technician-Practicum	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**14.00**
	Total Credit Hours	**62.00**

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

Laboratory Sciences – Chemical Laboratory

School of Workforce Development
Sean Terrell, Dean

Program

The Laboratory Sciences program at Hocking College is committed to providing students with extensive practical and professional knowledge pertinent and responsive to the dynamic fields of medical laboratory, chemical laboratory and cannabis laboratory. The faculty endeavors to teach students with sufficient depth and hands-on experience to allow students to become highly skilled technicians capable of fulfilling these in-demand jobs in Ohio across the nation. The curriculum for the proposed new Laboratory Sciences degree has been designed with a common core of coursework providing interdisciplinary educational elements alongside of hands-on experiential training critical for student success.

During the second year, students will concentrate their studies on medical, chemical or cannabis laboratory curriculum tracks. These major specific tracks were designed with workforce development in mind. Hocking College assembled an advisory committee made up of industry experts, representing all three majors, to help identify workforce needs and specific experience, skills and knowledge they seek in employees today. The Advisory Committee has had input into the program outcomes, course sequencing and selection.

Job Outlook

Employment of chemical technicians is projected to grow 2 percent from 2014 to 2024, slower than the average for all occupations. Graduates of applied science technology programs who are trained to use equipment typically found in laboratories or production facilities should have the best opportunities.

As the instrumentation and techniques used in research, development, and production become more complex, employers will seek job candidates with highly developed technical skills. Job opportunities are expected to be best for graduates of Associate of Applied Science technology programs who are well trained in the latest technology and sophisticated equipment used in laboratories or production facilities. Ohio Salary Ranges: $44,620/year or $21.45/hr (avg in 2016 OH)

Outcomes

Chemical laboratory technicians require the following skills and experience
· Monitor chemical processes and test the quality of products to make sure that they meet standards and specifications
· Set up and maintain laboratory instruments and equipment
· Troubleshoot production problems or malfunctioning instruments
· Prepare chemical solutions
· Conduct chemical and physical experiments, tests, and analyses for a variety of purposes, including research and development
· Compile and interpret results of tests and analyses
· Prepare technical reports, graphs, and charts, and give presentations that summarize their results

Associate of Applied Science in Laboratory Sciences - Major in Chemical Laboratory Course of Study

Course No.	Autumn 1	Credit Hours
GS-1010	Pathway to Prosperity	1.00
BIOS-1113	Anatomy & Physiology I	4.00
ENGL-1510	English Composition I	4.00
MATH-2250	Introductory Statistics	4.00
PSYC-1101	General Psychology	3.00
	Semester Total	**16.00**

Course No.	Spring 1	Credit Hours
CHEM-1102	Chemistry I	4.00
COMM-1130	Speech	3.00
ENGL-2225	Technical Writing	3.00
LAB-1102	Introduction to Laboratory Sciences	3.00
	Semester Total	**13.00**

Course No.	Autumn 2	Credit Hours
CLAB-1201	Introduction to Chemical Operator	3.00
CLAB-1209	Industry Regulations & Safety/Hazmat	4.00
CLAB-1207	Process Control	3.00
CLAB-1208	Team Concepts & Practices	3.00
PHYS-1201	Physics - Motion	4.00
	Semester Total	**17.00**

Course No.	Spring 2	Credit Hours
CLAB-2201	Engineering Materials	3.00
CLAB-2650	Chemical Laboratory Technician-Capstone	5.00
CLAB-2202	Statistical Quality Control	4.00
CLAB-2600	Chemical Laboratory Technician Practicum (SL)	2.00
GS-2010	Pathway to Prosperity II	1.00
	Semester Total	**15.00**
	Total Credit Hours	**61.00**

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

EMT Paramedic Certificate

School of Health & Safety
Dr. Anne Loochtan, Dean
* Eligible for Federal Financial Aid

Program
To prepare students for entry-level employment as an Emergency Medical Technician Paramedic (Advanced Life Support).

Outcomes
The following outcomes are skills, behaviors, and attitudes cultivated in students seeking an EMT & Paramedic Certificate.
· To prepare students for entry level employment as an Emergency Medical Technician or Paramedic (Advanced Life Support).

Career Opportunities
To prepare students for entry level employment as an Emergency Medical Technician or Paramedic (Advanced Life Support).

Occupational Certificate in EMT - Paramedi

Course No.	Prerequisite	Credit Hours
BIOS-1112	The Human Organism	4.00
EM-1100	EMT-Basic Lecture	6.00
EM-1101	EMT-Skills Lab (SL)	1.00
EM-1134	Basic Life Support (CPR)/BFA	1.00
EM-2600	EMT Practicum	2.00
	Semester Total	**14.00**

Course No.	Autumn 1	Credit Hours
EM-2102	Paramedic Lab Skills I	2.00
EM-2107	Paramedic I	7.00
EM-2601	Paramedic Practicum I	2.00
	Semester Total	**11.00**

Course No.	Spring 1	Credit Hours
EM-2110	Paramedic II	7.00
EM-2112	Paramedic Lab Skills II	1.00
EM-2602	Paramedic Practicum II	2.00
FS-1102	Emergency Vehicle Defensive Driving	0.50
	Semester Total	**10.50**

Course No.	Summer 2	Credit Hours
EM-2140	Paramedic III	7.00
EM-2141	Paramedic Lab Skills III	2.00
EM-2650	Paramedic Practicum III (Capstone)	3.00
	Semester Total	**12.00**
	Total Credit Hours	**47.50**

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

Firefighter Certificate

School of Health & Safety
Dr. Anne Loochtan, Dean
* Eligible for Federal Financial Aid

Program

The Firefighter II Certification is one of the fastest growing certificate programs at Hocking College and can be earned in just one semester! Our students apply direct, hands-on firefighting in our enclosed "burn" building; develop decision-making skills in life-like emergencies and learn to operate our fire trucks, including our 100-foot bucket truck.

With state-of-the-art firefighting equipment, experienced, certified instructors and hands-on practice, our students consistently achieve a 100% passing rate on the state-certified exam. The state mandate of Firefighter II Certification, for all full-time firefighter employees in Ohio, creates full-time, permanent employment for our Firefighter II students.

Interested in an associate degree, also? After successfully completing Firefighter II Certification, not only are you employable, you have earned credits toward completing Hocking's Fire and Emergency Services associate degree in only 3 more semesters.

How about a Bachelor degree? After you earn your Fire and Emergency Services associate degree you can continue your education in Bachelor degree programs through our articulation agreements with other colleges in Ohio and across the country.

Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Associate of Technical Study in Fire and Emergency Medical Services:

· Provide emergency fire services under the direct supervision of a fire officer;
· Provide emergency medical services, working within the confines of EMT and/or Paramedic certification;
· Provide basic emergency rescue services;
· Provide emergency hazardous material services, working within the confines of First Responder Hazardous Materials Awareness and Operations level;
· Maintain readiness of emergency equipment;
· Maintain facilities;
· Demonstrate public relations skills;
· Communicate with coworkers, supervisors, and the public;
· Write reports;
· Practice human relations skills and maintain a code of ethics.

Occupational Certificate in Firefighte

Course No.	Autumn 1	Credit Hours
EM-1134	Basic Life Support (CPR)/BFA	1.00
FS-1102	Emergency Vehicle Defensive Driving	0.50
FS-1115	Fire Fighter I & II	12.00
	Semester Total	**13.50**
	Total Credit Hours	**13.50**

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

Geographic Information & Global Positioning Systems

School of Natural Resources
Dr. Daniel Kelley, Dean
* Eligible for Federal Financial Aid

Program

The GIS/GPS Technology offers a unique blend of outdoor activity and computer technology. The Geographic Information and Global Positioning Technology captures interest and develops talent in mapping, scientific data collection, computers and much more. Applications of this technology vary widely and include environmental monitoring, natural resource management, emergency planning, transportation systems design and site analysis.

Geographic Information System, or GIS, is a computer system capable of capturing, manipulating, analyzing and displaying geographic data. Global Positioning System, or GPS, is a system that uses satellites and ground based receivers to find locations and create geographic data. GIS/GPS technology is expanding rapidly across business, industry and government. This new technology is sweeping land management professions. Students will experience the revolutionary manner in which GIS manages, manipulates, analyzes and displays geographically referenced data. GIS offers unparalleled planning speed and versatility to land managers.

This 16-credit certificate is a great addition to any of the other degree options in the School of Natural Resources. Typically, several of the classes required in the certificate program are also required in other Natural Resource programs. This makes it easy for students to complete the certificate without greatly extending their graduation date. The surveying and mapping skills acquired in this certificate will increase the employment possibility of any Hocking College graduate. Furthermore, these skills are also quite attractive to both private and government organizations, as well as Baccalaureate students that use spatial data as a part of their business. These courses are offered on a regular basis but can also be offered in a more compact and modular form if there is a group need.

Please contact Natural Resources at 740.753.6291 if you have a request to offer these classes to an industry group in a particular format.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Geographic Information and Global Positioning Technology Certificate:

· Collect, manipulate and manage data using geospatial equipment, techniques, and methods;
· Utilize basic geographic information systems (GIS), global positioning systems (GPS), surveying and cartographic skills;
· Ensure quality of data and product meets professional and industry standards;
· Create effective visual, tabular and analytical products i.e. maps, graphs, charts, statistics, databases, tables and models;

· Ability to think spatially and perform spatial analysis on geographically referenced data;
· Assist in development and implementation of a project plan while monitoring time constraints;
· Use verbal and written communication skills;
· Use interpersonal skills to collaborate with others, establish relationships, network, market and advocate for projects and the profession;
· Develop professional skills and continue to update them; and,
· Exhibit versatility and the ability to change, problem solve and maintain balance.

Career Opportunities

Geographic Information and Global Positioning is currently used at all levels of government, business and industry. Employment opportunities are available with auditors, city planners, engineers, fire and police departments, resource planners, service providers, utility companies, and federal, state and local governments.

Occupational Certificate in GIS/GP

Course No.	Autumn 1	Credit Hours
GEO-1104	Introduction to GPS & GIS	3.00
GEO-1123	Surveying & Mapping	3.00
GEO-1101	Intermediate GIS	2.00
GEO-2135	GIS & GPS Applications	4.00
	Semester Total	**12.00**
	Total Credit Hours	**12.00**

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

Heavy Equipment Operator Certificate

School of Workforce Development
Sean Terrell, Dean
* Eligible for Federal Financial Aid

Occupational Certificate in Heavy Equipment Operator

Course No.	Autumn 1	Credit Hours
ERT-1101	Equipment Operations I	6.00
ERT-1110	Construction Basics	3.00
CM-1000	Construction Safety OSHA 30	3.00
	Semester Total	**12.00**

Course No.	Spring 1	Credit Hours
ERT-1107	Heavy Equipment Maintenance & Repair I	3.00
CM-1107	Forklift & Scissor Lift Certification	3.00
Or ERT-1177	Commercial Driver License	5.00
ERT-2600	Heavy Equipment Maintenance & Repair Practicum (SL)	3.00
WELD-1121	Introduction to Welding	3.00
	Semester Total	**12.00 - 14.00**

Course No.	Summer 1	Credit Hours
ERT-1102	Equipment Operations II	6.00
	Semester Total	**6.00**
	Total Credit Hours	**30.00 - 32.00**

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

Massage Therapy Certificate

School of Health & Safety
Dr. Anne Loochtan, Dean
* Eligible for Federal Financial Aid

Program

Hocking College's Massage Therapy certificate program is a two academic year part-time evening program. Upon completion of this well-rounded program, students will possess a solid foundation in the understanding of human anatomy and physiology, utilize functional assessments of the musculo-skeletal system and perform a wide variety of massage therapy techniques. Students will be able to apply these skills for circulatory enhancement, pain management, stress reduction, general relaxation and to treat a broad array of musculo-skeletal conditions. Though it is not a degree program, this comprehensive certificate course of study meets all of the requirements necessary for graduates to qualify for the State Medical Board of Ohio licensing examination.

Program Outcomes

The following outcomes are skills, behaviors and attitudes cultivated in students seeking the Certificate in Massage Therapy:
• Assesses and performs appropriate massage therapy treatments;
• Develops client relationships;
• Maintains a safe environment;
• Demonstrates professionalism and maintains professional ethical behaviors;
• Documents patient care;
• Interacts with other health care providers and the community; and,
• Practice life-long learning in profession.

Career Opportunities

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

Occupational Certificate in Massage Therap

Course No.	Spring 1	Credit Hours
BIOS-1113	Anatomy & Physiology I	4.00
MT-1111	Massage Therapy IA	2.00
MT-1140	Ethics for Massage Therapists	2.00
MT-1112	Massage Therapy IB	2.00
MT-1114	Hydrotherapy	2.00
MT-2150	Massage Therapy Business & Law	2.00
	Semester Total	**14.00**

Course No.	Summer 1	Credit Hours
BIOS-1114	Anatomy & Physiology II	4.00
MT-1120	Massage Therapy II	2.00
MT-1135	Kinesiology/Myology for Massage Therapists	4.00
	Semester Total	**10.00**

Course No.	Autumn 2	Credit Hours
MT-2600	Massage Therapy Clinical (SL/PR)	2.00
MT-2200	Pathology for Massage Therapists	3.00
MT-2212	Advanced Clinical Therapies I	3.00
BIOS-2154	Massage A&P Integration	4.00
MT-2650	Advanced Clinical Therapies II (Capstone)	2.00
	Semester Total	**14.00**
	Total Credit Hours	**38.00**

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

Ohio Peace Officer Basic Certificate

School of Health & Safety
Dr. Anne Loochtan, Dean
* Eligible for Federal Financial Aid

Program

The Ohio Peace Officer Training Academy (O.P.O.T.A.) certification is one of the most popular Hocking College certificate programs and can be earned in just one semester. Join our graduates who earn O.P.O.T.A. certification and are immediately eligible for full-time employment.

Apply direct, hands-on practice in our unique classrooms, including our crime lab, firing range and police cruiser. With experienced, certified instructors and hands-on application, our students consistently achieve passing rates on the state-certified exam.

Interested in an associate degree? After successfully completing Ohio Peace Officer Training Academy certification, not only are you employable, you have earned credits toward completing Hocking College's Police Science associate degree in only three more semesters.

How about a bachelor's degree? After you earn your Police Science associate degree you can continue your education in bachelor degree programs through our articulation agreements with other colleges in Ohio and across the country.

Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in students seeking the Ohio Peace Officer Basic Certificate:
· Students will learn about the crime lab, firing range, and police cruisers.

Occupational Certificate in Ohio Peace Office Training Academy

Course No.	Autumn 1	Credit Hours
PSCI-2255	Peace Officer Basic Academy	18.00
	Semester Total	**18.00**
	Total Credit Hours	**18.00**

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

Timber Harvesting & Tree Care Certificate

School of Natural Resources
Dr. Daniel Kelley, Dean
* Eligible for Federal Financial Aid

Program

The Timber Harvesting/Tree Care Certificate provides experience in basic climbing equipment and its proper use in tree forestry. General and site-specific forest management planning, silviculture, soils, indicator plant identification, production and cost analysis, physical training, tree felling, climbing and bucking are included. Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws. Bulldozers, skidders and knuckleboom loaders and log trucks are also introduced.

Students completing this certificate can work in a variety of fields, including: forest or timber industry, land management, landscape management, forest management, urban tree management, park systems, government agencies, tree care companies, harvest operations and timber assessment.

Career Opportunities

Students who complete the Timber Harvesting and Tree Care Certificate will be able to utilize their skills in the following positions:
· Logger/ Logging Contractor
· Truck Driver
· Arborist
· Urban Forester
· Equipment Operator
· Grounds/Maintenance

Occupational Certificate in Timber Harvesting and Tree Care

Course No.	Autumn 1	Credit Hours
THTC-1101	Introduction to Timber Harvest/Tree Care	3.00
FOR-1009	Dendrology I	2.00
NRM-1110	Chain Saw Operations & Maintenance	1.00
	Semester Total	**6.00**

Course No.	Spring 1	Credit Hours
FOR-1010	Dendrology II	1.00
NRM-1111	Natural Resources Equipment	1.00
FOR-2119	Reforestation & Pesticide Applications	3.00
THTC-1102	Timber Harvesting & Tree Care II	3.00
	Semester Total	**8.00**
	Total Credit Hours	**14.00**

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

Commercial Driver License (CDL)

School of Workforce Development
Sean Terrell, Dean
* Not eligible for Federal Finanaial Aid

Program

Hocking College Commercial Truck Driver Training School offers truck driver training in a variety of course models to fit any timeline. Training program courses vary in intensity and duration and can be utilized by new students, existing students and corporate sponsors. Tuition includes drug screening, CDL permit, CDL test and license fees, and all necessary truck driver training materials and equipment.

Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in the Commercial Driver's License program:
· Training in a variety of course models to fit any timeline.
· Experience in long-haul driving and operating trucks with a gross vehicle weight (GVW) capacity—exceeding 26,000 pounds.

Career Opportunities

driver of any vehicle requiring CDL

Pending approval by the Ohio Department of Public Safety

Occupational Certificate in Commercia Driver License

Course No.	Autumn 1	Credit Hours
CDL-1176	Commercial Driver Permit Preparation	1.00
CDL-1178	Commercial Drivers License Class A Prep	7.00
CDL-1180	CDL Industry Topics & Endorsements	3.00
CDL-2600	Commercial Drivers License Practicum	1.00
	Semester Total	**12.00**
	Total Credit Hours	**12.00**

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

Real Estate Certificate

School of Workforce Development
Sean Terrell, Dean
* Not eligible for Federal Finanaial Aid

Program

Hocking College offers a 4-course certificate program that prepares students to take the state of Ohio's Real Estate exam. Completers of this program become real estate agents, investors, brokers, realtors, as well as becoming involved in property management and other real estate-related fields. All course content will be delivered online.

Occupational Certificate in Real Estate

Course No.	Autumn 1	Credit Hours
RE-1101	Principles & Practices of Real Estate	3.00
RE-1102	Real Estate Law	3.00
RE-1130	Real Estate Finance	3.00
RE-1140	Real Estate Appraisal	3.00
	Semester Total	**12.00**
	Total Credit Hours	**12.00**

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

Welding

School of Workforce Development
Sean Terrell, Dean
* Not eligible for Federal Finanaial Aid

Program

A comprehensive, beginner-to-advanced training in welding using a variety of course and AWS certification models that will allow trainees to personalize their training. Courses include ARC, MIG, TIG, soldering, brazing, metallurgy fundamentals, structural stick welding, pipe welding and positioning and high-pressure pipe and piping systems.

Outcomes

The following outcomes are skills, behaviors, and attitudes cultivated in the Welding Certificate program:

· Learning ARC, MIG, TIG, soldering, brazing, metallurgy fundamentals, structural stick welding, pipe welding and positioning.
· Learning high-pressure pipe and piping systems.

Careers

Certified Welder

Occupational Certificate in Weldin

Course No.	Autumn 1	Credit Hours
WELD-1121	Introduction to Welding	3.00
WELD-2121	Stick Welding D1.1	2.00
WELD-2122	Pipe Welding D1.1	2.00
WELD-2123	Metals & Gasses	2.00
WELD-2124	Advanced Welding Positions	6.00
WELD-2600	Welding Practicum	2.00
	Semester Total	**17.00**
	Total Credit Hours	**17.00**

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

Accounting

ACC-1101 Financial Accounting I   **3 Credits**
An introduction to the double entry system, the basic accounting cycle and general accounting procedures.
Class 3

ACC-1103 Financial Accounting II   **3 Credits**
Continuation of accounting with an emphasis on corporate organization and accounting procedures. Includes accounting for inventory, depreciation, bad debt and various topics such as corporaton stocks, financial statements analysis and other corporate accounting procedures.
Class 3

ACC-1105 Computerized Accounting   **3 Credits**
Introduction to accounting software packages such as QuickBooks and Peachtree.
Class 3

ACC-1120 Payroll Accounting   **3 Credits**
Introduction to the principles and procedures of payroll record keeping and accounting.
Class 3

ACC-2141 Taxation   **3 Credits**
Examine federal income tax laws. Students will also prepare tax returns for individuals and businesses.
Class 3

ACC-2201 Cost Accounting   **3 Credits**
Examines manufacturing and other cost accounting activities including job order, cost systems, internal control, reporting and cost management.
Class 3

ACC-2231 Intermediate Accounting   **3 Credits**
In-depth examination of both financial statements and financial accounting theory.
Class 3

ACC-2240 Managerial Accounting   **3 Credits**
Introduction to the duties and scope of operations of auditing.
Class 3

ACC-2600 Accounting Practicum   **2 Credits**
Introduction to the actual field experience through placement in an accounting or related job setting. The student will be required to secure an approved position in an entry level situation and complete 125 hours of "hands on" practical experience utilizing previous classroom training.
Class 2

ACC-2650 Auditing Capstone (SL)   **3 Credits**
This service learning class is the capstone for the accounting program. Students will perform practice audits and will explore advanced auditing procedures.
Class 3

Addiction Counseling

ADDC-1110 Principles of Addiction   **4 Credits**
Overview of the field of addictions, including models, introduction to the systems and procedures of treatment and the role of the professional counselor.
Class 4

ADDC-1210 Theories of Addiction & Clinical Ethics   **3 Credits**
Introduction and examination of primary theories of addiction counseling and chemical dependency. Introduction of ethical rules and practice including codes and regulations in clinical practice.
Class 3

ADDC-1216 Assessment/Diagnosis/Treatment Planning   **3 Credits**
Training in the use of assessment tools, interviewing techniques and appropriate scope of practice as well as ethical and confidentiality concerns and treatment planning practice.
Class 3

ADDC-1222 Neurobiology/Clinical Psychopharmacology   **3 Credits**
Basic principles of psychopharmacology related to the treatment of addiction in individual, group and family settings and explore current medications used in treatment.
Class 3

ADDC-1286 Chemical Dependency Lab Orientation   **3 Credits**
Introduction to core functions of substance abuse counseling, internship requirements, and engage in self-assessment and career goals. Meets service learning requirement for program.
Class 3

ADDC-2213 Individual & Relational Counseling   **3 Credits**
This course provides a framework for individual, marital, and family counseling related to chemical dependency along with related historical, theoretical, and legal-ethical issues. Discussion focuses on how the novice counselor approaches situations, uses skills, and develops a unique human-to-human relationship with clients. Topics such as spirituality, philosophy, diversity, and post-modernism are woven into these discussions. Research and emerging trends also are considered.
Class 3

ADDC-2215 Theory & Practice of Group Counseling   **3 Credits**
Explores the evidence-based models for individual and group counseling, emphasizing cognitive-behavioral intervention strategies.
Class 3

ADDC-2224 Multiculturalism & Prevention Issues   **3 Credits**
Overview of cultural issues that can impact substance use and dependence, explores determinants and patterns hindering treatment and recovery across communities.
Class 3

ADDC-2251 Clinical Case Management   **3 Credits**
Capstone course for developing student knowledge in treatment planning, intervention and evaluation as well as practice in working as part of the clinical team.
Class 3

ADDC-2600 Chemical Dependency Practicum I   **3 Credits**
Students will begin their first internship requirement by working on site, under site supervision, no less than 7 hours per week with no less than one hour each direct supervision through clinical and academic.
Class 2 Lab 7

ADDC-2650 Chemical Dependency Capstone (SL)   **3 Credits**
Part two of required student internship experience. To include practical learning experience on site, under direct supervision of site and academic supervisor.
Class 2 Lab 7

Advanced Energy

AE-2101 Solar Photovoltaic Systems I   **4 Credits**
An introduction to solar photovoltaic systems and components. Includes an overview of solar energy theory, issues in selecting an installation site and a study of the components that make up a solar electricity generating system.
Class 3 Lab 2

AE-2102 Solar Photovoltaic Systems II   **5 Credits**
A continuing study of solar photovoltaic systems and components. Includes the mechanical and electrical design concerns of installing a solar electricity generating system, permits and regulations concerning solar pv system installation and an analysis of the economics of solar projects. Solar certifications and career options are also covered.
Class 4 Lab 2

AE-2600 Solar Photovoltaic Systems II (SL/PR)   **5 Credits**
A continuing study of solar photovoltaic systems and components. Includes the mechanical and electrical design concerns of installing a solar electricity generating system, permits and regulations concerning solar pv system installation and an analysis of the economics of solar projects. Solar certifications and career options are also covered.
Class 4 Lab 2

AE-2650 Alternative Energy Capstone   **4 Credits**
Application of the testing and evaluation of alternative energy systems for their predicted vs. actual operational energy output, complimented by the analysis of their true economic viability. Career building and job search skills also included.
Class 2 Lab 4

Agroecology

AG-1000 Introduction to Agroecology   **1 Credit**
This introductory course is a field trip that will showcase the interdisciplinary nature of Agroecology.
Class 1

AG-1100 Introduction to Agroecology   **0.5 Credit**
This introductory course is a field trip that will showcase the interdisciplinary nature of Agroecology.
Class 0 Lab 1

AG-1231 Indoor Crop Production I   **2 Credits**
Learn to design, build and manage climate modifying structures to increase and diversify crop productivity, lengthen growing seasons, and create new market opportunities.
Class 2

AG-1241 Outdoor Crop Production I   **2 Credits**
Survey past and present farming. Learn techniques for sustainable farm. Hands on projects for cover crops, no till agriculture, market gardening, composting and management.
Class 2

AG-1311 Irrigation & Water Treatment   **2 Credits**
Passive and technical water collection, storage and irrigation techniques. Assess water needs, evaluate land and implement whole farm water systems with conservation.
Class 2

AG-1350 Agroecology Entrepreneurship   **3 Credits**
Explore the opportunities in agricultural entrepreneurship. Evaluate market potential, assess opportunities and threats and create a viable farm/agriculture business plan to present to potential funders, partners, and staff.
Class 3

AG-2111 Perennial Agriculture   **2 Credits**
Learn diversity of crops. Through afforestation, bring trees back onto farms and responsible forest management to create a sustainable future.
Class 2

AG-2121 Agroforestry   **2 Credits**
This course is designed to give the students a practical understanding of how land managers can profitably incorporate trees into farming practices that are outside the purview of traditional forestry and agriculture. The US Department of Agriculture describes agroforestry as " The intentional integration of trees and shrubs into crop and animal farming systems to create environmental, economic and social benefits." There are five basic types of agroforestry practices recognized today: Forest Farming, Silvopasture, Riparian Buffers, Windbreaks and Alley Cropping. Within each agroforestry practice, there is a continuum of options available to land managers depending on their goals.
Class 2

AG-2160 Animal Husbandry   **3 Credits**
Comprehensively explore animal husbandry, from species and breed selection to hands on lessons in fence building, feeding, processing and more. Learn the fundamentals of various animals, their role in an integrated farm, and how to profitably manage and market sustainably raised livestock.
Class 1.5 Lab 3

AG-2161 Livestock Management   2 Credits

Explore animal husbandry from species and breed selection to hands on fence building, feeding and processing. Learn to profitably manage and market sustainably raised livestock.
Class 1 Lab 2

AG-2171 Livestock Management II   2 Credits

Learn the appropriate infrastructure for each livestock species as well as different management techniques and develop grazing plans.
Class 1 Lab 2

AG-2185 Sustainable Resource Area Management   3 Credits

Master planning of natural/cultural resource areas. Acquisition, boundaries, resource inventories, planning of access ways. Lab portion of this course consists of planning exercises in the field.
Class 1 Lab 4

AG-2220 Farm to Table (SL)   2 Credits

Efficiently handle, price and market products to the consumer. Highlights tips and tricks for improving market presence and increasing sales to restaurants/small retailers.
Class 2

AG-2229 Indoor Crop Production II   2 Credits

Evaluate market opportunities and design, build and manage structures to fill specialty niches. Take an in-depth, hands-on look at starting plants indoors, growing greens year round, mushroom cultivation, and specialty crops.
Class 2

AG-2241 Outdoor Crop Production II   2 Credits

Learn to manage soil, water, and land over time to create a farm ecosystem. Hands-on experience at a variety of farms combined with experience in the student garden, provide real life experience in sustainable agriculture.
Class 2

AG-2271 Integrated Pest Management   1 Credit

Explores overuse of pesticides and builds skills to implement an Integrated Pest Management (IPM) strategy. Building soil and plant health.
Class 1

AG-2650 Agroecology Capstone   3 Credits

The capstone class will put everything learned thus far to the test as students, propose, develop, and implement a real life agroecology project. Work with real clients to help them improve their agroecology operations, as you build a portfolio piece, and gain valuable work experience. Along the way learn valuable business skills to help you move forward in life.
Class 3

American Sign Language

LANG-1110 Beginning American Sign Language   3 Credits

Provides a foundation for non-signers to study American Sign Language (ASL). Focuses on principles, methods and techniques for communicating with deaf individuals who use sign.
Class 3

Animal Assisted Therapy

AATH-1000 Animal Behavior & Communication   2 Credits

Scientifically analyze animal behavior for all commonly used companion animals.
Class 2

AATH-1001 Inclusive Leisure Services   3 Credits

Will give leaders powerful techniques to promote inclusion of people with disabilities. This course will create awareness around issues of segregation and rights for all. Most important all of the topics in the course will be discussed and applied to common situations within professional settings with examples around best practices.
Class 3

AATH-1101 Animal Grooming & Styling I   4 Credits

Emphasis on introduction to grooming equipment and handling of felines and canines including non-sporting breeds.
Class 4

AATH-1102 Animal Grooming & Styling I   3 Credits

Emphasis on introduction to grooming equipment and handling of felines and canines including non-sporting breeds.
Class 3

AATH-1110 Animal Assist Therapy Diverse Population/Set   3 Credits

Discover the therapeutic tools that can assist people from many different backgrounds restore and enrich their life.Examine the differences between Animal Assisted Activities (AAA), service animals, and Animal Assisted Therapy (AAT). This course will examine the possibilities and showcase the possible outcomes for clients suffering from emotional disabilities, physical, cognitive disabilities.
Class 3

AATH-1200 Animal Anatomy & Physiology   3 Credits

This course is a study of the anatomical and physiological systems of animals that may be encountered by the veterinary assistant. The course is taught from a comparative anatomy perspective noting differences between species while emphasizing clinical use. Major organ systems are described as well as their function and location through appropriate terminology. This course will cover the following systems: skeletal, nervous, integument, special senses, cardiac, respiratory, immune, alimentary, endocrine, urinary, and reproduction.
Class 3

AATH-1202 Boarding & Canine Emergency Care   **2 Credits**
Students will learn and practice pet CPR using the American Red Cross standards as well as basic wound treatment. Boarding canines may seem easy but this course will help the student design a state of the art facility that follows the highest standards.
Class 2

AATH-1302 Canine & Feline Nutrition   **2 Credits**
This course reveals the nutritional requirements of dogs and cats with emphasis on client education and customer service. Students analyze pet foods, identify strengths and weaknesses of commercial diets and gain the basics of therapeutic nutrition.
Class 2

AATH-1312 Canine and Feline Nutrition and Genetics   **3 Credits**
This course reveals the nutritional requirements of dogs and cats with emphasis on client education and customer service. Students analyze pet foods, identify strengths and weaknesses of commercial diets and gain the basics of therapeutic nutrition.
Class 3

AATH-1403 Professional Canine Trainer I   **3 Credits**
Professional obedience and training will prepare students to begin their career of successful dog training. This course will inform trainers on proper canine communication and behavior modification. Canine personality types as well as breeds will be reviewed with an emphasis placed on how to use the personality to improve training efficiency. Students will also learn about basic puppy development and proper socialization. This course is designed to prepare students to become a Certified Professional Dog Trainer once 300 hours of training is achieved (requiring outside class time).
Class 3

AATH-1405 Professional Canine Trainer II   **3 Credits**
In this course students will be instructed in introductory dog obedience training and the practical application of training theories. They will train a dog to perform basic obedience exercises using different methods. We will develop a competence toward how to train a dog for the AKC Canine Good Citizen exam. We will discuss the use of hand signals and verbal commands. With a large emphasis on the WHY aspect to dogs training. Communication will be developed between dog handler with attention to evaluating the handler and dog team's development.
Class 3

AATH-1406 Professional Canine Trainer III   **3 Credits**
In this course students will learn different necessary drives and temperament's needed for therapy and service work through different exercises and canine sports. Proper applications used in remote training collars. Students and canines learn basic SAR techniques as well as skills in trailing, disasters, HRD, and wilderness searches. Students will learn science and techniques for canine sent work and detection.
Class 3

AATH-2002 Therapeutic Horsemanship I   **3 Credits**
Students will have the opportunity to work with person with disabilities or in need of equine assisted activities while learning the overall role of personnel. The foundation of the course will align with PATH (Professional Association of Therapeutic Horsemanship Intl.) standards to assist in selection of therapeutic horses and their handling. The range of physical, cognitive and emotional disabilities encountered within equine assisted activities and therapies programs will be discussed.
Class 2 Lab 2

AATH-2012 Therapeutic Horse II/Hippotherapy   **3 Credits**
This course expands on Therapeutic Horsemanship I and explores the variety of programs and therapies available.
Class 2 Lab 2

AATH-2204 Professional Canine Assisted Therapy   **3 Credits**
This course focuses primarily on the relationship between dog and handler. The methods and techniques within this course work to build the bond between the handler and canine team. The course includes a review and training techniques on a wide spectrum of equipment and sequence training.
Class 3

AATH-2205 Service Dog Training I (SL)   **2 Credits**
Service Dog training will include classroom and workshop instruction to provide a basic foundational training. Students will learn to evaluate needs of clients and develop strategies for canine training for individuals that do not have vision or hearing problems. The dogs will be trained to retrieve items and assist with basic needs on both sides of the client's body. This course will train service dogs and their handlers regarding five basic areas: alert, calm, detect, retrieve, and support.
Class 2

AATH-2207 Dog Handler Training & Customer Service   **3 Credits**
This course will demonstrate how to train handlers and their service dogs. This course will also emphasize customer service strategies to increase satisfaction through effective evaluation and discussion of customer's goals.
Class 3

AATH-2209 Service Dog Training II (SL)   **2 Credits**
Service Dog training is a continuation on Service Dog I which will include classroom and workshop instruction to provide advanced training task in service work. Students will learn to evaluate needs of clients and develop strategies for canine training for individuals that do not have vision problems. The dogs will be trained to retrieve items and assist with advanced needs on both sides of the client's body. This course will train service dogs and their handlers in advanced service techniques.
Class 2

AATH-2213 Canine Sports & Agility   **2 Credits**
This course focuses primarily on the relationship between dog and handler. The methods and techniques within this course work to build the bond between the handler and canine team. The course includes a review and training techniques on a wide spectrum of equipment and sequence training.
Class 2

AATH-2407 Professional Dog Training Behavior Modificatio — 1 Credit

In this course students will be instructed in behavior modification techniques. Students will learn the appropriate steps in conducting a behavior consultation. Important factors in determining positive and negative prognosis in behavior problems. Symptoms, causes, and treatment for behavior problems. The difference between management, reversal of behavior problems and when to refer to a veterinary behaviorist (ACVB). Different types of aggression. Prevention and management of aggression. Reversal and management of hierarchy. How to identify the difference between fears and phobias. How to accurately describe and assess canine body language. Techniques used in modifying separation anxiety, hyperactivity and other common behavior issues.
Class 1

AATH-2408 Professional Dog Training Behavior — 2 Credits

In this course students will be instructed in behavior modification techniques. Students will learn the appropriate steps in conducting a behavior consultation. Important factors in determining positive and negative prognosis in behavior problems. Symptoms, causes, and treatment for behavior problems. The difference between management, reversal of behavior problems and when to refer to a veterinary behaviorist (ACVB). Different types of aggression. Prevention and management of aggression. Reversal and management of hierarchy. How to identify the difference between fears and phobias. How to accurately describe and assess canine body language. Techniques used in modifying separation anxiety, hyperactivity and other common behavior issues.
Class 2

AATH-2650 Animal Assisted Therapy Assessment (Capstone) — 1 Credit

This course will reveal the true meaning of Animal Assisted Therapy by developing intake plans and responding to client needs. Best practices will be shared with a high level of student engagement surrounding therapy assessment. Students will learn how to spot trends in their client's needs and develop improved plans for increasing growth.
Class 1

Archeology

ARCH-2280 Cultural Anthropology — 3 Credits

Covers basic concepts of anthropology with primary attention on cultural anthropology. Focus will be on methodology, diversity, adaptation, kinship, gender, religion, and current issues in the field. Includes the following Success Skills: Demonstrates Community, Cultural, and Global Awareness.
Class 3

Architecture & Mechanical Design

AMD-1101 Mechanical Design — 5 Credits

The course introduces new users to the SOLIDWORKS interface, SOLIDWORKS tools and basic modeling techniques. It provides students with a strong understanding of SOLIDWORKS and covers the creation of parts, assemblies and drawings. Every lesson and exercise in the course was created based on a real world project. Each of these projects have been broken down and developed into easy steps.
Class 3 Lab 4

AMD-1107 Architecture Design — 3 Credits

AutoCAD provides complete instruction for mastering fundamental AutoCAD commands and drawing techniques. The course provides comprehensive coverage of AutoCAD 2D drafting and design. Topics are presented in an easy-to-understand sequence, building upon prior topic knowledge.
Class 2 Lab 2

AMD-2202 Advanced Mechanical Design — 4 Credits

Engineering Analysis with SOLIDWORKS Simulation goes beyond the standard software manual. Its unique approach concurrently introduces students to the SOLIDWORKS Simulation software and the fundamentals of Finite Element Analysis (FEA) through hands-on exercises. A number of projects are presented using commonly used parts to illustrate the analysis features of SOLIDWORKS Simulation.
Class 2 Lab 4

Art

ART-1011 Ceramics — 3 Credits

In this course students will learn about both hand built and wheel thrown contemporary ceramic practices.
Class 2 Lab 2

ART-1100 Introduction to Studio Art — 4 Credits

This course will utilize art practice and vocabulary to study graphic design, photography, ceramics and glass techniques.
Class 4

ART-1101 2D Desgn — 3 Credits

This course is an investigation of 2D design concepts and methods with emphasis on Elements of Art and Principles of Design. Studio activities include creative problem solving and research involving line, shape, texture, value, and color.
Class 3

ART-1102 3D Design — 3 Credits

This course takes the foundations of 3D formal design. Students will use both addition and subtraction, utilize reference research, and develop historical context in a series of projects spanning many media.
Class 3

ART-1103 Introduction to Graphic Design   **3 Credits**

This course will give students a basic understanding of the history and contemporary tools used for graphic design as well as its function in both contemporary art and corporate practice.

Class 3

ART-1107 Digital Photography   **3 Credits**

This course is an introduction to digital photography and Adobe Photoshop techniques. Students will complete projects covering black and white, and color photography with a focus on composition, lighting, subject and content.

Class 3

ART-1108 Glass Blowing   **4 Credits**

This course will give students the basics of working with molten glass in a collaborative setting. Tool technique, safety, color usage, solid and blown approaches will all be covered.

Class 3 Lab 2

ART-1110 Art Appreciation   **3 Credits**

Art Appreciation is the study of the elements and principles of art, and a chance to explore forms of expression by various artists from a wide array of visual media. This is a broad survey course, intended to develop students understanding of the materials and techniques artists use as well as develop students critical thinking and visual interpretation skills.

Class 3

ART-1111 Ceramic Studio I (3D)   **4 Credits**

In this introduction to contemporary ceramic art, the elements and principles of design will be the backbone for the creation of vessels and sculptural forms. Students will construct functional vessels using basic hand building techniques, including pinch, slab and coil construction methods, as well as the skills required to fashion the form by throwing on the wheel.

Class 3 Lab 2

ART-1112 Color Theory   **3 Credits**

Explores the relationship of colors on a color wheel and the cultural, symbolic and psychological impacts of color usage.

Class 3

ART-1113 Painting   **3 Credits**

This course explores the fundamentals of painting techniques, color theory application, and archival materials and their functions. Through a variety of observational and conceptual painting exercises, students will develop a thorough understanding of basic painting materials and methods.

Class 2 Lab 2

ART-1114 Survey of Art History   **3 Credits**

Covers art making from Ancient to Modern times with an emphasis on the development of Western art and its global influences.

Class 3

ART-1115 Drawing   **3 Credits**

This course explores the fundamentals of drawing techniques including line, shape, value, texture and composition. Through a variety of drawing exercises in visual construction, students develop a thorough understanding of basic drawing materials and methods.

Class 2 Lab 2

ART-1201 Commercial Design   **3 Credits**

This course will explore design for businesses and organizations with an emphasis on developing branding, style, packaging and messaging.

Class 3

ART-2101 Printmaking   **3 Credits**

Examine historical and contemporary methods of printing methods with an emphasis on reproducible studio work.

Class 3

ART-2102 Animation & Illustration   **3 Credits**

Utilize digital and analog tools to explore character development, storytelling, emotion, expression, time and text to create animations and illustrations.

Class 3

ART-2104 Typography   **3 Credits**

Explores the impact of typeface on the viewer. Gives students an understanding of how to use type to communicate clearly and concisely.

Class 3

ART-2200 Contemporary Topics in Art   **3 Credits**

This course will expand student knowledge of contemporary art practice and examine artists and work being made around the world now.

Class 3

ART-2260 Art Portfolio (SL)   **3 Credits**

In this course students will develop materials, such as logos, business cards, brochures and websites, to successfully promote their final exhibition and their work beyond their degree. Installation and preparation for successful exhibition will also be covered.

Class 2 Lab 2

ART-2600 Community & The Arts (Practicum)   **3 Credits**

Students will conceive, implement and manage a project or program that engages community members in meaningful art-based experiences.

Class 2 Lab 2

ART-2650 Studio Capstone   **4 Credits**

Students will conceive, plan, execute, and present a cumulative project for exhibition. They will use techniques and materials previously explored in prior courses to create a large-scale, cohesive project.

Class 4

Automotive Technology

AUTO-1100 Automotive Electricity　　　　**5 Credits**
This course covers the basic aspects of electrical circuits and components used in vehicular applications.
Class 4 Lab 2

AUTO-1102 Internal Combustion Engine　　　　**3 Credits**
Automotive engine design, theory and operation.
Class 2 Lab 2

AUTO-1104 Automotive Drive Systems　　　　**5 Credits**
Removal, replacement and service of various automotive drive systems.
Class 4 Lab 2

AUTO-1111 Automotive Service Orientation　　　　**4 Credits**
Basic shop safety and proper use of equipment, tools and resources.
Class 2 Lab 2

AUTO-2018 Automotive Steering Suspension & Brakes　　**5 Credits**
Service, removal and replacement of steering suspension and brake systems.
Class 4 Lab 2

AUTO-2100 Automotive HVAC　　　　**3 Credits**
This course is an examination of automotive heating and air-conditioning systems. Emphasis on the refrigeration cycle and diagnosis and repair of mechanical and electronic HVAC systems. This course covers EPA section 609 requirements on refrigerant recovery, recycling, and handling. EPA section 609 certification is included in this course.
Class 2 Lab 2

AUTO-2101 Advanced/Hybrid Drive Systems　　　　**3 Credits**
Alternative/Advanced drive systems design and function.
Class 2 Lab 2

AUTO-2102 Introduction to Automotive Diagnostics　　**4 Credits**
An introduction to troubleshooting and diagnosis for auto technicians.
Class 3 Lab 2

AUTO-2202 Advanced Diagnostics　　　　**4 Credits**
This course builds on the AUTO-2102 Advanced Diagnostics course and troubleshooting techniques.
Class 3 Lab 2

AUTO-2600 Automotive Practicum　　　　**2 Credits**
Practical experience in an automotive service enviornment.
Class 1 Lab 7

AUTO-2650 Automotive Capstone (SL)　　　　**5 Credits**
Practical applications of the techniques learned in the automotive tech program.
Class 4 Lab 2

Biological Sciences

BIOS-1100 Human Machine　　　　**3 Credits**
Scientific skills are integrated into a practical approach to the study of the human body including the structure and function of the human body and mechanisms for maintaing homeostasis within it. Coursework includes the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems in addition to endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.
Class 3

BIOS-1101 Environmental Science　　　　**3 Credits**
Introduces environmental science and demonstrates how scientific principles and methods are applied nationally and globally in managing the earth's ecosystems, emphasizing concepts and principles that apply to both natural and built environments.
Class 3

BIOS-1112 The Human Organism　　　　**4 Credits**
Introductory human anatomy emphasizing understanding 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. Laboratories enhance lecture coverage of major concepts.
Class 3 Lab 2

BIOS-1113 Anatomy & Physiology I　　　　**4 Credits**
The course is the first course in a two-semester sequence in which human anatomy and physiology are studied using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Anatomy & Physiology I includes: basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; and special senses.
Class 3 Lab 2

BIOS-1114 Anatomy & Physiology II　　　　**4 Credits**
Anatomy & Physiology II is a continuation of Anatomy & Physiology I and includes: the endocrine system, the cardiovascular system, the lymphatic system and immunity; the respiratory system; the digestive system, metabolism, the urinary system; fluid/electrolyte and acid/base balance; and the reproductive systems.
Class 3 Lab 2

BIOS-1119 Botany　　　　**3 Credits**
An Introductory study of taxonomy as well as a review of structural and functional adaptations of major plant phyla, protista, and fungi.
Class 2 Lab 2

BIOS-1121 Biology I　　　　**4 Credits**
Overview of basic biological principles common to all organisms including requirements for the basic components of life, evolution of life on earth, cellular structure and function, and reproduction and growth of organisms.
Class 3 Lab 3

BIOS-1122 Biology II   **4 Credits**

Continues the overview of basic biological principles begun in Biology I. Concepts covered include energetics of organisms and populations, genetics, systematics and evolutionary relationships of various plant and animal groups, and biological diversity.

Class 3 Lab 3

BIOS-1134 Field Biology I   **1 Credit**

Studies the identification of the spring flowering plants, life histories, habitat requirements, and field identifications of reptiles, aquatic insects, and amphibians, including an introduction to fresh water ecology.

Class 0 Lab 2

BIOS-1135 Field Biology II   **1 Credit**

Studies the identification of the spring flowering plants, life histories, habitat requirements, and field identifications of reptiles, aquatic insects, and amphibians, including an introduction to fresh water ecology.

Class 0 Lab 2

BIOS-1160 Watershed Assessment   **2 Credits**

Class 0 Lab 4

BIOS-1163 Wild Edible Plants & Mycology   **1 Credit**

Studies native edibles and fungus/mushrooms plants for food, emergency first aid and shelters.

Class 0 Lab 2

BIOS-1170 Zoology   **2 Credits**

An introductory zoology course with emphasis on taxonomy and structural and functional adaptations of major animal phyla.

Class 2

BIOS-1171 Zoology   **3 Credits**

An introductory zoology course with emphasis on taxonomy and structural and functional adaptations of major animal phyla.

Class 2 Lab 2

BIOS-2135 Human Diseases   **3 Credits**

This is an online course that focuses on common human health alteration. The etiology, clinical manifestation, common diagnostic procedures and treatments of common health alteration are explored. Predisposing factors and prevention measures are discussed.

Class 3

BIOS-2154 Massage A&P Integration   **4 Credits**

Designed to re-examine, organize, clarify, highlight and integrate the information acquired from all of the previous anatomy & physiology courses, including Kinesiology & Myology, and Pathology. Emphasis will be on the salient concepts and areas most pertinent for clinical practice and licensing exams.

Class 4

BIOS-2201 Advanced Anatomy   **3 Credits**

Study of the anatomy of the musculoskeletal, circulatory, and nervous systems with primary focus on the musculoskeletal system, concentrating on, but not limited to, muscle attachments, innervations, and actions. The laboratory component includes the study of human cadavers.

Class 2 Lab 2

BIOS-2217 Aquatic Ecology   **3 Credits**

Covers aquatic ecosystems including lakes, rivers and wetlands; placing emphasis on hydrology, interrelationships and identification of major communities and community assessment.

Class 2 Lab 2

BIOS-2266 Ichthyology   **3 Credits**

Studies the identification, ecology and morphology of Ohio fish species, including field and laboratory identification, use of taxonomic keys, fish community sampling methods and community assessment indices.

Class 2 Lab 2

BIOS-2270 Gamefish Identificati   **1 Credit**

Studies the identification and life history of Ohio's game and threatened fish species, including field and laboratory identification.

Class 1

Business

BUS-1000A Business Consulting Team A   **0.5 Credit**

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

Class 0.5

BUS-1000B Business Consulting Team B   **0.5 Credit**

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

Class 0.5

BUS-1000C Business Consulting Team C   **0.5 Credit**

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

Class 0.5

BUS-1000D Business Consulting Team D   **0.5 Credit**

This course is a real-time laboratory for students in the Business Department and will encourage them to think with an entrepreneurial mindset.

Class 0.5

BUS-1100 Introduction to Entrepreneurship   **3 Credits**

This class explores the principles of operating a small business in the United States. Students will learn topics such as advertising, purchasing, security, facilities and finances.

Class 3

BUS-1102 Introduction to Management   **3 Credits**

Introduction to management theory and practice. Students will examine current trends in management, leadership and motivation.

Class 3

BUS-1110 Marketing   3 Credits

Introduction to the fundamentals of marketing. Students will learn product, pricing, promotion, market research and distribution.
Class 3

BUS-1200 Business Law   3 Credits

The legal environment within which business must operate. Students will explore U.S. civil law, the courts, dispute resolution and case law.
Class 3

BUS-2125 Finance   3 Credits

Financial operations of small and multi-national businesses and investors.
Class 3

BUS-2130 Sales (SL)   3 Credits

This is a service-learning course that introduces students to the sales function of business with an emphasis on the sales profession relationships and the selling process.
Class 3

BUS-2210 Human Resources Management   3 Credits

Explore techniques of managing people, employment laws and regulations, employee relations, recruitment, payroll, benefits and organizational behavior.
Class 3

BUS-2215 Customer Service   3 Credits

Examine the development of human relations skills, counseling skills and problem solving skills within the business environment.
Class 3

BUS-2247 Business Excel   3 Credits

Introduction to the use of Microsoft Excel for business and accounting applications. Students will utilize spreadsheets, databases, formulas, graphs and function.
Class 3

BUS-2260 Business Planning   3 Credits

Functions necessary to develop and start a small business, culminating in the submission of a business prospectus by each student. This course is a capstone course for the business management and entrepreneurship associate degree program of the school of business.
Class 3

BUS-2600 Business Practicum   2 Credits

This course includes a seminar, which prepares the student for the job search. Students will also complete a 120-hour internship outside the classroom.
Class 2

BUS-2650 Business Planning (Capstone)   3 Credits

In this Capstone course, students will build their final business plans and develop their pitch.
Class 3

Cannabis Lab

CANN-1101 Humans, Cannabis & the Forgotten History   3 Credits

This course brings students rapidly up to speed with what our species has known, how we arrived in a prohibition era and how modern day scientific analysis coupled with strategic political activism is breaking away at the taboos. A sociohistorical context necessary for a successful career in the legal cannabis industry. Lastly, we will introduce the main targets of contemporary cannabis analytic testing laboratories, providing an overview of basic laboratory equipment and processes as it related to roles of lab technician.
Class 3

CANN-1106 Cannabis Supply Chain & Economics   3 Credits

Provides lab technician students with a window into all cannabis business types. We discuss business models and key factors driving decisions and success of: cultivation, processing and manufacturing, distribution and transportation and dispensaries. Operational management, branding, product selection/design and financial planning will be discussed in detail.
Class 3

CANN-1121 Instruments & Analysis I   4 Credits

Overview of the instruments used in and analysis performed in an analytical laboratory. While emphasis will be placed on cannabis lab practices, concepts can be applied to any analytical lab setting.
Class 3 Lab 2

CANN-2201 Industry Regulations & Compliance   3 Credits

All relevant regulations from federal to local will be reviewed in detail. While other states are covered briefly, most focus will be directed on Ohio law, rules and regulations. As a cannabis lab technician, working with controlled substances day-to-day, there are very real risks to the entire business if rules are broken and corrective action not considered immediately after mistake is discovered. This course will introduce the very unique set of rules and regulations that fall on businesses that straddle the balance between state and federal laws.
Class 3

CANN-2206 Production Optimization & Resource   3 Credits
Efficienc

Process management for analytical laboratory. Class concepts will provide insight into process management and process improvement controls used in a variety of analytical laboratory environments.
Class 3

CANN-2221 Instruments & Analysis II   4 Credits

Following from Instruments & Analysis I, this course takes students to more advanced analysis, instruments and procedures found in a cannabis lab.
Class 3 Lab 2

CANN-2225 Looking Forward-Cannabis Unknowns,   **3 Credits**
Society & Wellness
An examination of cannabis research and development, including the benefits of cannabinoids in treating a variety of illnesses, the future of the medical cannabis industry and how society's perception of cannabis has changed.
Class 2 Lab 2

CANN-2600 Cannabis Laboratory Technician-Practicum   **2 Credits**
Directed practicum in a cannabis related field to provide students an opportunity to apply learned concepts and practices in a work environment. Allows the participant to acquire on-the-job training. Familiarizes with the cooperating agency and its operation.
Class 1 Lab 7

CANN-2650 Cannabis Laboratory Tech-Capstone (SL)   **4 Credits**
Final research project choosen by student based on areas of focus that most interest them. Could be review article or lab based. The capstone class will put everything learned thus far to the test as students, propose, develop, and implement the research project proposal.
Class 3 Lab 2

Chemistry

CHEM-1101 Fundamentals of Chemistry   **4 Credits**
Atomic and molecular structure, periodic table and states of matter.
Class 3 Lab 2

CHEM-1102 Chemistry I   **4 Credits**
Chemical calculations, properties of liquids, solids and gases, water solutions, chemical equilibrium and acid/base chemical reactions.
Class 3 Lab 2

CHEM-1131 Environmental Chemistry   **3 Credits**
A general course in fundamental chemical principles, including inorganic, organic and environmental aspects. Problem solving, experimentation measurements, and application are explored.
Class 2 Lab 2

Commercial Drivers License

CDL-1176 Commercial Driver Permit Preparation   **1 Credit**
Prepares the student to sit for the written or digital commercial driver permit exam.
Class 1

CDL-1178 Commercial Drivers License Class A Prep   **7 Credits**
Commercial Driver License Lass A: Prepares the student to sit for both the written and vehicle portions of Ohio's commercial driver license examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes "hands-on" experience in proper service, maintenance, operation and safety of a commercial vehicle. Equipment for testing and transportation to the testing site is provided.
Class 4 Lab 6

CDL-1180 CDL Industry Topics & Endorsements   **3 Credits**
Students will receive industry directed training including cargo management, driver daily logs, hours of service and CDL-A endorsement training.
Class 3

CDL-2600 Commercial Drivers License Practicum   **1 Credit**
A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the- job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours. MEETS OHIO BOARD OF REGENTS REQUIREMENTS FOR PRACTICUM HOURS.
Class 0 Lab 1

Communications

COMM-1130 Speech   **3 Credits**
Emphasizes communication process and extemporaneous speaking skills through informative, demonstrative and persuasive speeches. The student learns to analyze audiences, choose and narrow topics, develop content through library and other resources, use presentation aids, clearly organize speech material and effectively deliver finished speeches to a class audience.
Class 3

Computer Science

CS-1140 UNIX/Linux   **3 Credits**
This course introduces the fundamentals of the UNIX and Linux operating systems. It includes basics of the UNIX and Linux systems in conjunction with programming concepts, by covering utilities, master files, manage and query data, create shell scripts.
Class 2 Lab 2

Construction Management

CM-1000 Construction Safety OSHA 30   3 Credits
Introduction to basic principles and practices of safety in the construction industry. Includes common hazards associated with the construction industry, how to recognize and correct hazards, rights and responsibilities of both employers and employees, and consequences associated with failing to follow OSHA standards. Students who complete ALL 30 hours of this course may receive their 30 hour OSHA card for construction safety and health following assessment.
Class 3

CM-1107 Forklift & Scissor Lift Certificatio   3 Credits
This course teaches Forklift and Scissor lift operation and through in-class testing and lab compentency testing provides the student with a certification in Forklift and Scissor Lift Operation.
Class 2 Lab 2

CM-2105 Project Management   3 Credits
Examines the costs of labor, equipment and materials as well as bonds, insurance and quantity measurements for bidding electrical packages. Will also cover possible software applications if applicable.
Class 3

CM-2107 Construction Materials Estimating   3 Credits
Introduction to the basic processes and procedures of construction estimating and familiarity with specific estimating documents using Microsoft Excel.
Class 3

CM-2109 Construction Materials Estimating   2 Credits
Introduction to the basic processes and procedures of construction estimating and familiarity with specific estimating documents.
Class 2

CM-2600 Construction Practicum I (SL)   2 Credits
This course is open to Construction Management and Alternative Energy students. Construction Practicum is in the construction field, where students can apply previously learned concepts and methods in a construction project situation. It incorporates construction management techniques such as estimating, planning and coordination: in addition to practical on-the-job hands-on experience.
Class 1 Lab 7

CM-2601 Construction Practicum II   2 Credits
This course is open to Construction Management and Alternative Energy students. Construction Practicum is in the construction field, where students can apply previously learned concepts and methods in a construction project situation. It incorporates construction management techniques such as estimating, planning and coordination: in addition to practical on-the-job hands-on experience.
Class 1 Lab 7

CM-2602 Construction Practicum III   2 Credits
This course is open to Construction Management and Alternative Energy students. Construction Practicum is in the construction field, where students can apply previously learned concepts and methods in a construction project situation. It incorporates construction management techniques such as estimating, planning and coordination: in addition to practical on-the-job hands-on experience.
Class 1 Lab 7

Construction Management – Carpentry

CMCP-1100 Basic Framing   6 Credits
Introduction to carpentry trade, wood building materials, fasteners, adhesives, hand and power tools. Includes wood and lumber terms, calculating lumber and wood product quantities, portable power tools.
Class 4 Lab 4

CMCP-1200 Internal/External Finishes   6 Credits
Stairs, metal stud framing and drywall installation techniques. Includes finish stairs, stringers, metal studs, gypsum drywall, fire and sound rated walls, drywall patching and finishing.
Class 4 Lab 4

CMCP-2300 Concrete & Rigging   6 Credits
Introduction to basic rigging, including identificationand inspection of common rigging hardware and equipment. Covers synthetic slings, wire rope, chains, shackles, eyebolts and hooks, as well as block and tackle, chain hoists, come-a-longs and jacks.Also an introduction to the properties, characteristics and uses of concrete,including estimated volumes, testing and curing methods.
Class 4 Lab 4

CMCP-2650 Commercial Construction (Capstone)   6 Credits
Principles, equipment and methods used to prepare, layout, design and build commercial level construction projects.
Class 4 Lab 4

Construction Management – Electrical

CMEL-1100 Electrical Trades   6 Credits
Types and applications of conductors and proper wiring techniques common to commercial, industrial, and residential construction and maintenance. Includes electrical blueprints.
Class 4 Lab 4

CMEL-1200 Residential Wiring   **6 Credits**
Covers characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic, and electrical benders as well as continuation of the NEC.
Class 4 Lab 4

CMEL-2300 Commercial Wiring Applications   **6 Credits**
Covers characteristics of alternating-current systems, application of Ohm's Law to AC circuits, AC and DC motors, purpose of grounding and bonding electrical systems, and conduit bending. Includes circuits, connectors, mechanical, hydraulic, and electrical benders as well as continuation of the NEC.
Class 4 Lab 4

CMEL-2650 Advanced Electrical Topics (Capstone)   **6 Credits**
Covers load calculations for residential, commercial, farming applications, lighting applications, installation and wiring, NEC installation requirements for electric generators and storage batteries, function and operation of basic electronic devices and numerous other advanced electrical topics.
Class 4 Lab 4

Construction Management – HVAC

CMHV-1100 NCCER Level 1 - Basic HVAC   **6 Credits**
Introduction to HVAC, trade mathematics, copper and plastic piping practices, soldering and brazing, ferrous metal piping practices, basic electricity, introduction to cooling, introduction to heating and air distribution systems.
Class 5 Lab 3

CMHV-1200 NCCER Level 2-HVAC Intermediate   **6 Credits**
Commercial airside systems, chimneys, vents and flues, introduction to hydronic systems, air quality equipment, leak detection, evacuation, recovery and charging, alternating current, basic electronics, introduction to control circuits, troubleshooting gas heating and cooling systems, basic installation and maintenance practices, sheet metal, fiberglass and flexible duct systems.
Class 5 Lab 3

CMHV-2300 NCCER Level 3-HVAC Advanced I Troubleshooting   **6 Credits**
Refrigerants and oils, compressors, metering devices, retail refrigeration systems, commercial hydronic systems, steam systems, planned maintenance, water treatment, troubleshooting electronic controls, oil heating, heat pumps and accessories.
Class 5 Lab 3

CMHV-2400 NCCER Level 4-HVAC Advanced II Conservation   **6 Credits**
Construction drawings and specifications, indoor air quality, energy conservation equipment, building management systems, water treatment, system startup and shutdown, heating and cooling system design and commercial and industrial refrigeration.
Class 5 Lab 3

Criminal Justice

CJ-1101 Criminal Justice Systems   **3 Credits**
This course will discuss the history, development, and philosophy of law enforcement and introduction to criminal justice agencies. Essentially, this course is an overview of the criminal justice system in the United States. For example, the text discusses the history, development and contemporary status of the police, the courts, and correctional agencies.
Class 3

CJ-1103 Ethics in Criminal Justice   **3 Credits**
This course is designed to provide students with an opportunity to integrate ethics in their understanding of criminal justice.
Class 3

CJ-1121 Constitutional, Criminal & Civil Law   **2 Credits**
Overview of the U.S. Constitution, the Bill of Rights, constitutional amendments and the Ohio Revised Code as they relate to law enforcement. Elements of offenses are identified and applied to hypothetical situations enabling the student to apply the law and determine appropriate charges. Also included will be an examination of the differences between criminal and civil law with an emphasis on how civil law affects law enforcement.
Class 2

CJ-1130 Criminology   **3 Credits**
Criminology is designed to explore crime, its context, and especially its causes. First a foundation will be provided concerning the basic concepts of crime, law, and criminology. Next, theories of crime causation will be explored. The etiology or causes of crime are at the heart of this course, with the theories acting as pillars in the class structure. Next, crime typologies will be examined, or the different kinds of crimes most prevalent in our society. Lastly, we will gain an overview of the criminal justice system itself. The intent of this format is to present a balanced perspective on the field of criminology for new students to the discipline. Attention will also be directed to assure inclusion of issues concerning race, gender, and class which are often overlooked.
Class 3

CJ-1150 Juvenile Delinquency   **3 Credits**
This course is designed to familiarize students with the problems encountered in the control of juvenile delinquency and the role of law enforcement in addressing the delinquency problem. The course of study includes causes of delinquency, prevention of delinquency and the roles governing the disposition of juveniles from intake to the final adjudication.
Class 3

Course Descriptions

CJ-1163 Crisis Recognition & Referral   **3 Credits**

Developed for paraprofessionals who work in helping relationships. Creates an awareness of crises that develop or occur suddenly in the lives of people and identifies helping behaviors used until professional help is obtained or referral is completed. Various community resources are identified.
Class 3

CJ-1164 Probation & Parole (SL)   **3 Credits**

This course will be an introduction to probation, parole, and community corrections and the role they share with law enforcement. Probation and parole serve as an alternative sentencing option, and instead of these individuals being incarcerated, they remain in our communities and therefore will have a higher potential of coming in contact with law enforcement. The course will explore why these interactions ae crucial to the success of the offender and how enforcement law should respond. Law enforcement plays a vital role in maintaining safe communities and working with these individuals on probation and parole will be a common occurrence. The service learning aspect will include community service during specific campus events.
Class 3

CJ-1180 Crime Scene Investigations   **3 Credits**

Scientific investigation of all types of crime including an in-depth study of homicide investigation both field and lab.
Class 3

CJ-1190 Chemical Abuse & Dependency   **3 Credits**

Drug and alcohol abuse is designed to provide an overview of a variety of topics pertinent to drug and alcohol use and abuse in the United States. Topics include: the effects of stimulants, depressants, and hallucinogens; identification of drugs and drug users; drug offenses; the history of drug laws; enforcement strategies; alcoholism, treatment and prevention methods.
Class 3

CJ-2200 Incarceration Issues   **3 Credits**

A study of correctional institutions, their history, function, sociology, programs, and effectiveness. Emphasis is on direct, practical observation, and learning experience through visitations, instructional materials and guest lectures.
Class 3

CJ-2204 The Sexual Offender   **3 Credits**

This course covers the etiology of both juvenile and adult sexual offending and the consequences to victims. An overview of normal sexual development and behavior will be presented in order to understand deviant sexual behavior. The juvenile offender who has been involved with sexual acting out, sexual abuse or sexual assault will be studied. Juvenile sexual offender cycle of abuse and risk assessment will studied. The adult sexual offender will be addressed specifically in the areas of victim selection, typology, modus operandi, grooming, cycle of offending. The Sexual Offender Tier Registration in Ohio will be covered and issues of supervision, classification, treatment strategies and legal aspects are examined.
Class 3

CJ-2207 Victimology   **3 Credits**

Victimology is the social scientific study of criminal victimization. As a sub-field of criminology (the social scientific study of crime), it too seeks to explain crime, but though more focus on the victims of crime. This course will cover three general inter-related areas. One is research and theory on victimization. Here, you will learn about rates of victimization and how they differ according to social categories (race, ethnicity, age, class, gender.) theories that explain differential victimization(of individuals and social categories), and empirical tests of these theories. The second area is the consequences of victimization. Here you will learn mostly about the impact of criminal victimization (including economic). The third area is practical responses to victimization. Here you will learn about the history and development of the "victims' rights movement", as well as social policy and services aimed at restoring victims.
Class 3

CJ-2225 Interview Techniques & Report Writing   **3 Credits**

This course covers investigative report writing. A description of the philosophy of police report writing is provided along with the basics of investigation and the steps to take in initiating an investigation. Note taking, field notebook and the desired outcome of notetaking are reviewed. A framework for writing good investigative narratives and how to overcome spelling problems is provided. Who is involved in writing a report and the purpose of crime reports will be explored. The fundamentals of writing a search warrant and how to go about obtaining one is reviewed. Tactics and techniques for the task of interviewing and interrogation, including proper methods for gathering information to find the truth from known or unknown suspects, witness, victim or other persons involved are examined. Finally, a summary of some of the problems found in report writing and how to solve them will be covered.
Class 3

CJ-2230 Criminal Procedure   **3 Credits**

This course focuses on the structure of the federal and state court system and the study of court decisions. The course will help guide the conduct of law enforcement officials and in the process protect the rights of their constituency. Knowledge of criminal procedure and the understanding of how state (Ohio) and federal courts work is developed. A study of the rules of criminal procedures as they apply to criminal cases and how they affect the ability of the criminal justice practitioner to have the evidence he/she collects or prepares to present in court is emphasized.
Class 3

CJ-2264 Justice Administration   **3 Credits**

This seminar course is the capstone course for your criminal justice degree. The class provides an opportunity to "bring it all together" from other criminal justice classes. This class is not intended to impart additional information, but allows the student to put into practice (and sharpen) skills developed in other classes.
Class 3

CJ-2650 Criminal Justice Capstone   3 Credits
This course integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Program Director one semester before the desired practicum placement is required
Class 3

Culinary Arts

CULA-1101 Introduction to Baking & Culinary Industry   3 Credits
Introduction into the baking and culinary industries including career opportunities, basic skills concepts, culinary terminology and techniques.
Class 2 Lab 3

CULA-1106 Pastries, Cakes and Desserts   3 Credits
An introduction to classical pastries and sugar work. The students prepare puff pastry products, choux paste products, and classical desserts and are introduced to advanced decorating techniques and edible display piece. Student will also concentrate on baking and decorating various types of cakes and tortes as well as the production of classical pastry pieces.
Class 1 Lab 4

CULA-1109 Safety & Sanitation   1 Credit
Introductory principles of sanitation and safety in the food service industry. Students develop a comprehensive sanitation and safety program that can be implemented in a food service establishment. Upon successfully passing a standard examination, students are certified by the Educational Foundation of the National Restaurant Association. Examination of HACP standards at the level of industry administration and execution. Students will develop and implement strict HACCP operations within the programs many production concepts as they would apply to the food service industry.
Class 1

CULA-1111 Stocks, Soups & Sauces   3 Credits
Preparation of various foods utilized in commercial kitchens. Students will prepare stocks, soups, sauces, vegetables and farinaceous products.
Class 1 Lab 4

CULA-1113 Fundamentals of Cuisine   3 Credits
Fundamentals of meat, poultry and seafood cookery. Preparation of entrees cooked to order, accompaniments, garnishing, plate appearance and time management. The student will be introduced to various levels of production from pantry through line production for breakfast, lunch, dinner, as well as banquet and party production standards. Topics include: cooking techniques, course development, production standards and techniques for pantry and line production.
Class 1 Lab 4

CULA-1115 Baking Development: Breads & Pastries   3 Credits
Bakery products, tools and equipment, weights and measures and the baking process. Preparation of yeast dough products and quick breads. An introduction to pastries and sugar. Students prepare puff pastry products, choux paste products, and classical desserts. Students are introduced to pastry decoration, pastillage, and pulled sugar. The role the pastry chef and bake shop management is reviewed.
Class 1 Lab 4

CULA-1126 Planning & Purchasing   2 Credits
An intensive study in the planning, utilization, pricing and integrating of a menu into a commercial food establishment. The menu concept as it relates to the entire operation is critically analyzed. Students will produce workable menus, as well as development of skills related to training in the art of table service. American, French and Russian service will be presented and practiced. Includes training in the areas of wine and beverage service, various food production techniques, marketing and promotion of food.
Class 2

CULA-1132 Baking Production Lab Experience I   3 Credits
Students are required to do 96 hours of production and a 1 hour weekly meeting with the instructor for orientation in the school-owned and operated The Inn at Hocking college kitchen. The course is designed to introduce students to a commercial bakeshop and to provide valuable hands on experience for the beginning baker.
Class 1 Lab 6

CULA-1136 Yeast Dough Production   3 Credits
The concentration is on this essential area of baking. This course provides detailed information on yeast fermentation, retarding, and gluten development. The student will produce a wide variety of yeast dough products.
Class 1 Lab 4

CULA-1201 Catering Banquet Lab I   3 Credits
Introduction to the kitchen environment through on-the-job training in various kitchen positions with the Inn at Hocking College. Hours include weekends,evenings,and holidays. Students will be assessed by oral or written presentation and onsite practical evaluation. The purpose of the assessment is to measure the learning goals, which include the student's reflection of the experience and the skills gained by participating in the operational kitchen setting as well as their participation in multiple service learning project activites.
Class 1 Lab 6

CULA-2106 Meat/Poultry/Seafood Prod & Commissary   3 Credits
An in depth study of various meats, poultry, and seafood used by the food service industry including identification, grading, yield, and portion control. Maximum utilization is stressed during cutting demonstrations. Students actually cut various products; work with production holding and HACP standards for holding, issuing inventory and cost controls.
Class 1 Lab 4

CULA-2117 Garde Manger   3 Credits
Studies the creation of buffet table arrangements an emphasis on the use of tools for non-edible center pieces and fresh fruit and vegetable carvings in the preparation of decorative table, platter, and plate arrangements.
Class 1 Lab 5

CULA-2134 Baking Production Lab Experience III   3 Credits
Students will log a total of 96 hours of high volume production baking in a baking facility. Students will meet weekly with instructor for one hour of orientation.
Class 1 Lab 6

CULA-2135 Petit Fours, Miniatures & Class Pastries   3 Credits
The student will be able to prepare an assortment of traditional petit fours, meticulously prepared. The five categories based upon preparation methods, texture or principle ingredients—dry, fresh, iced, almond, glazed fruits, chocolates and truffles.
Class 1 Lab 4

CULA-2150 Nutrition in Commercial Food Service Operations   3 Credits
Provides an overview of the function of nutrients needed by human s to maintain health; sources of these nutrients and ways dietary habits affect health. Recommended changes in dietary patterns, food preparation, and menu planning principles will incorporate these nutrition recommendations. Menu planning for specified diets will also be reviewed.
Class 1 Lab 4

CULA-2162 Candy and Confections   3 Credits
A comprehensive study of conady making techniques with an emphasis onchocolate molding, dipping and enrobing, hard candies, marzipan work and specialty desserts.
Class 1 Lab 4

CULA-2228 American & International Cuisine   3 Credits
An introduction to various American cuisines. Volume food production of American regional Cuisines. Emphasizes plating, garnishing, and time management. The cuisines are studied and menus are planned, prepared and served. Utilizing various aspects of menu delivery. Equally then introduction to the various world cuisines prepared in the traditional manner. The student will study the concept of volume food, menus will be planned, prepared and served with emphasis placed on plating, garnishing and time management.
Class 1 Lab 4

CULA-2240 Table Service (SL)   1 Credit
Hands on experience working front-of-house in the college-owned and operated fine dining restaurant, Rhapsody.
Class 0 Lab 2

CULA-2600 Culinary Arts Lab II (Practicum)   4 Credits
Assignment of specific work duties at the Rhapsody for an average of 12 hours per week. During the Semester, students are instructed in and will perform basic tasks associated with kitchen and dining room operations. Work days include mornings, afternoons, evenings, weekends and holidays.
Class 1 Lab 6

CULA-2601 Baking Production Lab Experience II (Practicum)   3 Creditds
Supervision, production, organization, and advanced baking techniques. Students will log a total of 96 hours in a baking facility and one hour weekly with the instructor for orientation.
Class 1 Lab 6

CULA-2650 Culinary Capstone Experience   3 Credits
A final synthesis and evaluation course for the culinary student. Students practice and prepare for the culinary program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examination designed by the American Culinary Federation and intended to determine the student's ability to enter the hospitality industry in culinary arts.
Class 1 Lab 6

CULA-2651 Baking Capstone Experience   3 Credits
A final synthesis and evaluation course for the baking student. Student's practice and prepare for the Baking program's final examination through designed exercises. These preparations culminate in a written and final practical cooking examinations designed by the American Culinary Federation and intended to determine the student's ability to enter the hopitality industry within the baking industry.
Class 1 Lab 5

Cyber Security and Network Systems

CYBR-1100 Security Awareness   3 Credits
This course is an introduction to current cybersecurity issues and trends in business and industry. Students install and configure software and tools used to ensure personal, Internet, mobile, and computer security.
Class 2 Lab 2

CYBR-1200 Security+ Certificatio   3 Credits
CompTIA Security+ prepares students with the knowledge of security concepts, tools, and procedures to react to security incidents, it ensures that security personnel are anticipating security risks and guarding against them.
Class 2 Lab 2

CYBR-2100 Cyber Ethics & Cyber Law   3 Credits
National and international policies and legal considerations related to cybersecurity are presented and discussed. Issues include personal privacy, intellectual property, cybercrime and cyberwarfare. Students are also exposed to other technology issues including interdisciplinary influences and concerns that must be addressed in developing or implementing effective national cybersecurity laws and policies.
Class 3

CYBR-2101 Python Essentials (SL)   3 Credits
This course covers all the basics of programming in Python, as well as general computer programming concepts and techniques. The course familiarizes the student with object-oriented approach and has a service learning component.
Class 2 Lab 2

CYBR-2102 Cisco CCNA Security   **3 Credits**
CCNA Security is designed to help students develop specialized security skills to advance their careers. The curriculum helps prepare students for entry-level security career opportunitites.
Class 2 Lab 2

CYBR-2200 Network Analysis   **3 Credits**
In this course students utilize current packet sniffing and flow monitoring tools and applications to capture, log, process, analyze, and document network traffic and flows. Students develop skills in recognizing normal and abnormal traffic to identify attacks and security breaches.
Class 2 Lab 2

CYBR-2201 Ethical Hacking   **3 Credits**
A lab-intensive interactive environment providing opportunities for participants to scan, test, hack and secure their own systems. Participants will gain in-depth knowledge and pratical experience with current essential security system and ethical hacking. This course prepares for the EC-Council Certified Ethical Hacker exam 312-50.
Class 2 Lab 2

CYBR-2600 Cyber Security & Network Practicum   **2 Credits**
Introduction to the actual field experience through placement in a networking/cyber security related job setting.
Class 1 Lab 7

Dental Hygiene

DHYG-1101 Dental Hygiene Theory & Instrumentation   **5 Credits**
Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. The dental hygienist in the dental health care system will emphasize on the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are presented to facilitate the role of the dental hygienist as an educator.
Class 2 Lab 6

DHYG-1103 Dental Radiology   **3 Credits**
Radiation physics, biology, hygiene, and safety theories with an emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria and other ancillary radiographic techniques.
Class 2 Lab 2

DHYG-1104 Tooth Morphology, Head & Neck Anatomy   **2 Credits**
Learning the gross anatomy of the head and neck, tooth morphology and individual tooth identification, including the detailed study of bones, muscles, blood supply, nerves and lymphatics of the head and neck.
Class 2

DHYG-1105 Dental Embryology & Histology   **1 Credit**
The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology and individual tooth identification, including the detailed study of bones, muscles, blood supply, nerves, lymphatics of the head and neck and occlusion.
Class 1

DHYG-1111 Clinical Dental Hygiene I   **5 Credits**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Additional instruction on care for the medically or dentally compromised patient is given. Direct supervision is provided by the clinical professional.
Class 1 Lab 8

DHYG-1112 Dental Hygiene Concepts   **1 Credit**
Building on concepts gained in previous courses relating to patient treatment. Concepts include: preparation and prevention of medical emergencies that may occur in the dental office and ethical principles of the dental hygienist.
Class 1

DHYG-1113 Community Dentistry (SL)   **2 Credits**
The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings.
Class 2

DHYG-1114 Local Anesthesia/Pain Control   **2 Credits**
This course will teach the basic concepts of anesthesia and pain control as they relate to patient management in the provision of comprehensive dental hygiene care. Lecture will focus on theory of pain control, selection of pain control modalities and implications of local anesthesia. Topics will utilize knowledge and review of Local and topical anesthesia physics, biology, hygiene, and safety theories with an emphasis on the fundamentals of administration techniques. Includes laboratory and clinical training in the administration of local anesthesia and other pain control treatment options.
Class 1 Lab 2

DHYG-1115 Dental Materials   **2 Credits**
Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.
Class 1 Lab 2

DHYG-1116 Periodontology   **3 Credits**
Instruction regarding normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.
Class 3

DHYG-2102 Dental Pharmacology   **2 Credits**
Introduction to classes of drugs and their uses, actions, interactions, side effects, contraindications, and systemic and oral manifestations with emphasis on dental applications. Includes discussion of methods of administration and elimination.
Class 2

DHYG-2103 General & Oral Pathology   **2 Credits**
This course is designed to provide the dental hygiene student with a broad understanding of the general principles of pathology and to relate these principles to the specific diseases that affect oral hard and soft tissues. The processes of inflammation, necrosis, retrograde changes, and wound healing are presented in addition to etiologies, diagnosis, treatment, and prognosis of oral lesions.
Class 2

DHYG-2201 Clinical Dental Hygiene III   **6 Credits**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, and evaluation are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.
Class 1 Lab 10

DHYG-2600 Clinical Dental Hygiene II (PR)   **6 Credits**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, and evaluation are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.
Class 1 Lab 10

DHYG-2650 Dental Hygiene Capstone   **1 Credit**
This course is a review for boards, an opportunity for guest speakers to aid in preparing students for employment, and students will give presentations on current dental hygiene concepts.
Class 1

Dietetic

DT-1102 Basic Nutrition   **3 Credits**
Effect of nutritional status on health, detailing specific nutrient requirements of human adults to maintain good health. Topics include nutrient sources and functions, energy needs, digestion and metabolism, basic food groups, dietary guidelines, cultural dietary habits, food and nutrition in the community and food additives. Success skills incorporated are: Communicates Effectively; Demonstrates Math Skills; Demonstrates Learning and Critical Thinking Skills; Maintains Professional Skills and Attitudes; Demonstrates Knowledge of Science and Environment; Demonstrates Community, Cultural and Global Awareness; Maintains a Code of Ethics.
Class 3

E-Commerce

EC-1102 Introduction to E-Commerce   **3 Credits**
Introduction to E-Commerce topics including: internet business revenue models, payment models, internet business security, e-commerce law, and logistics.
Class 3

Economics

ECON-1140 Principles of Microeconomics   **3 Credits**
This course introduces students to the study of economics as it relates to human behavior and choices of small units such as individuals, firms, industries, and single markets.
Class 3

ECON-2240 Principles of Macroeconomics   **3 Credits**
This course introduces students to the study of economics in terms of whole systems and the interrelationship among sectors of the economy.
Class 3

Ecotourism

ECO-1100 Intro to Ecotourism & Adventure Travel   **2 Credits**
Overview of ecotourism through travel and visitation, meshing tourists with protected cultural and natural resource areas.
Class 0 Lab 4

ECO-1106 Principles of Ecotourism & Sustainability   **3 Credits**
Study ventures that are environmentally, economically and socially sustainable. Focus on environmental impact, economic feasibility and maintaining regional cultural integrity.
Class 2 Lab 2

ECO-1124 Rappelling & Vertical Rope Rescue   **3 Credits**
Principles of rappelling. Examination of training exercises in rope rescue techniques. Rescue of persons injured. Emphasizes proper use, care and storage of safety equipment.
Class 3

ECO-1135 Event Management   **1 Credit**
Basic skills necessary to plan and orchestrate an organized event, conference, or festival along with hands on experience running an actual festival.
Class 1

ECO-1144 Canoeing Fundamentals   **1 Credit**
Fundamentals of canoeing as prescribed by the American Red Cross including choice of canoes for particular activities, strokes necessary for flatwater paddling and simple rescue techniques.
Class 0 Lab 2

ECO-1155 Whitewater Rescue   **1 Credit**
Designed for recreational paddlers and those teaching recreational paddlers. Skills on mock river accidents. Concentration on self rescue and proper use of throw bags.
Class 0 Lab 2

ECO-1158 Sport Rock Climbing   **2 Credits**
An introduction to the basics of indoor sport climbing on fixed-gear and outdoor traditional climbing in the field. Students develop a wide range of climbing skills, as well as the ability to select, use, care for and store equipment in a safety oriented environment.
Class 2

ECO-1160 Survival Techniques for Wilderness   **1 Credit**
An introduction to wilderness survival techniques including compass and map reading, construction of emergency shelters, controlled fires, personal hygiene in the wilderness setting, preparation of native foods, survival medical treatment and health care techniques.
Class 0 Lab 2

ECO-1180 Introduction to Kayaking   **1 Credit**
This course will focus on safety, enjoyment and skill acquisition for entry level individuals in the public and commercial setting. Involvement in ACA levels I, II river kayaking skills will be based upon individual comfort and competency.
Class 0 Lab 2

ECO-1188 Camping Equipment & Backpacking   **2 Credits**
A survey of equipment and techniques necessary for low impact camping. Includes a three day backpacking trip.
Class 2

ECO-2010 Appalachian Culture & Tourism   **2 Credits**
This course explores the unique culture in the Appalachian region and how it has shaped the tourism industry.
Class 2

ECO-2122 Ecotourism Guiding   **3 Credits**
Planning and orchestrating eco, adventure, culture or nature based tours. Work with and develop customer relation skills. Students lead an actual tour of the region for the public.
Class 2 Lab 2

ECO-2184 Sustainable Resource Area Management   **2 Credits**
This course involves the process of master planning for natural/cultural resource management areas. Areas of study include: land acquisition, boundaries, resource inventories, planning of access ways, day use facilities, concessions, and interpretive systems, plus resouce maintenance and management strategies. The lab portion of this course consists of planning exercises in the field at a resource management area. Completion of a master management plan for the assigned resource area is required.
Class 1 Lab 2

ECO-2185 Sustainable Resource Area Management   **3 Credits**
Master planning for natural/cultural resource areas. Acquisition, boundaries, resource inventories, planning of access ways. Lab portion of this course consists of planning exercises in the field.
Class 2 Lab 2

ECO-2186 Sustainable Trail Development   **1 Credit**
Understanding and planning sustainable trail design specifications for hiking, horse use, mountain bike and multi-use trails. This modular course will focus on primitive hiking trail design, layout, construction and maintenance.
Class 1

ECO-2229 Wilderness First Responder   **1 Credit**
Immediate care for an injured or suddenly ill person in remote areas is covered.
Class 0 Lab 2

ECO-2230 Adventure Leadership   **6 Credits**
Develops the student's ability to manage an expedition, focusing experiential training through the vehicle of an extended trip in the wilderness.
Class 6

ECO-2650 Eco Guiding Capstone (SL)   **3 Credits**
This Capstone course allows the student to create a unique tourism opportunity based on the knowledge and skills they have gain throughout their journey in the Ecotourism and Adventure Leadership Program.
Class 1 Lab 4

Education

ED-1100 Introduction to Education   **3 Credits**
This course is an overview of the profession of education and the role of the teacher. Students engage in a variety of experiences that broadly explore the purposes of schools in society and the knowledge, dispositions, and performances required to be an effective teacher today. The course offers the historical foundations of education in American schools. Students are introduced to the major philosophies of education and their impact on and evidence in classrooms.
Class 3

ED-1110 Beginning American Sign Language   **3 Credits**
Provides a foundation for non-signers to study American Sign Language (ASL). Focuses on principles, methods and techniques for communicating with deaf individuals who use sign.
Class 3

ED-1115 Community Health/Safety & Nutrition   **2 Credits**
and Communicable Disease
Introduction to major issues affecting the health and safety of young children in early childhood settings. Policy considerations about pediatric medications, infection s, disease control, sick child care, universal precautions and liability, and health record keeping will be discussed.
Class 2

ED-1116 Creative Experiences in Early Childhood   **3 Credits**
Selection, preparation, presentation, and evaluation of activities and materials in art, music, language, and physical development in early childhood. Through active participation, students work with the concepts of age and developmentally appropriateness while designing experiences for classroom use.
Class 3

ED-1121 Emergent Reading & Children's Literature   **3 Credits**
This course emphasizes the development of reading and literacy from a global view of language, thinking and learning, and explores a wide variety of children s literature and its application to curriculum. Attention is given to methods and materials with emphasis on the use of literacy within the framework of age and individual appropriateness.
Class 3

ED-2200 Guidance & Classroom Management   **3 Credits**
Application of theories and principles of guidance and classroom management as it applies to the early childhood setting. Documenting children's cognitive and academic learning and their social, emotional, and physical development by using a variety of observational strategies such as running records, anecdotal records, checklists, rating scales, time sampling, event sampling, and formal observational instruments.
Class 3

ED-2201 Math & Science With Young Children   **3 Credits**
This course encompasses the selection, preparation, presentation, and evaluation of math and science learning activities and resources for the early childhood classroom.
Class 3

ED-2220 Education of The Exceptional Child   **3 Credits**
This is a survey course covering the identification, developmental characteristics, and intervention strategies for exceptional children and youth across educational and community settings.
Class 3

ED-2225 Intro to The Integrated Curriculum   **3 Credits**
Introduces the student to the concept of the integrated curriculum. The relationship among how young children learn, what they find in their environment and the integration of their curricula is examined.
Class 3

ED-2226 Family, School & Community (SL)   **4 Credits**
The course emphasizes the importance of effective communication between parents, communities and educators. Factors affecting the home/school relationship and the role of the school or center in establishing a strong working relationship are stressed.
Class 4

ED-2241 Observing and Recording Behavior   **4 Credits**
Documenting children's cognitive and academic learning and their social, emotional, and physical development by using a variety of observational strategies such as running records, anecdotal records, checklists, rating scales, time sampling, event sampling, and formal observational instruments.
Class 4

ED-2600 Early Childhood Practicum I   **2 Credits**
Student lab experience: assisting with the planning, guiding, supervising, and evaluating of children s development and behavior in early childhood education.
Class 2

ED-2650 Early Childhood Practicum II (Capstone)   **3 Credits**
Practicum experience in assisting with planning, guiding, supervising, and evaluating children's growth and behavior in early childhood education.
Class 1

Electricity

EE-1126 Electricity   **3 Credits**
This course will provide students with an understanding of AC and DC drives, including basic configuring, operating, maintaining and trouble-shooting using HIM or HMI.
Class 2 Lab 2

EE-1140 Programmable Logic Controllers (PLCs)   **3 Credits**
This course will provide students with a broad and fundamental understanding of a Programmable Logic Controllers hands-on instruction and industrial type applications of PLCs requiring relay ladder logic control and a study of automated manufacturing and the functions of PLCs in an industrial environment will be provided.

Emergency Medical

EM-1100 EMT-Basic Lecture   **6 Credits**
Follows the DOT National Standards Curriculum pertaining to EMT-Basics. Includes medical injuries and illness encountered in emergency situations. Students learn to recognize symptoms and apply treatment for stablilization of the patient at the emergency scene, while moving the patient to and from the emergency vehicle and while en route to definitive care.
Class 6

EM-1101 EMT-Skills Lab (SL)   **1 Credit**
The laboratory component teaches procedures necessary for the care of sick and injured patients, including patient assessment, airway management, medical and traumatic patient emergency treatment, obstetrics and ambulance operations. Includes 10 hours of clinical experience associated with this course that coordinates with the level of course work taught in the classroom and lab. The student will be assigned a clinical site and site instructor where he/she will observe and participate in basic Emergency Care.
Class 0 Lab 3

EM-1134 Basic Life Support (CPR)/BFA   **1 Credit**
A practical course for Health Care Professionals in recognition of emergency care procedures for victims of cardiac arrest and respiratory emergencies as well as First Aid principles and practices. An American Safety & Health Institute Pro CPR and First Aid care will be issued upon successful completion of the course.
Class 0 Lab 3

EM-2101 Paramedic Practicum I   **2 Credits**
The hospital clinical experiences offered to the student are coordinated with the level of course work taught in the classroom. The purposes of each assigned learning activity are to: 1) define the the field of emergency medicine and the technical skills needed to function in a professional manner; 2) explore personal skills and develop them in the work arena; and 3) become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement.
Class 1 Lab 8

EM-2102 Paramedic Lab Skills I   **2 Credits**
Begins with the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Class 0 Lab 4

EM-2107 Paramedic I   **7 Credits**
Begins with the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Class 7

EM-2110 Paramedic II   **7 Credits**
Study of the DOT National Standards Curriculum pertaining to the Paramedic level. This includes the study of pathophysiology, symptomatology, and treatment of select medical/surgical conditions. Major emphasis is on EMT-Paramedic Theory.
Class 7

EM-2111 Paramedic Practicum II   **2 Credits**
The hospital clinical experiences offered to the student are coordinated with the level of course work taught in the classroom. The purposes of each assigned learning activity are to: 1) define the the field of emergency medicine and the technical skills needed to function in a professional manner; 2) explore personal skills and develop them in the work arena; and 3) become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement.
Class 1 Lab 8

EM-2112 Paramedic Lab Skills II   **1 Credit**
Continues the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Class 0 Lab 3

EM-2113 Paramedic Practicum III   **3 Credits**
Squad experience including assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor.
Class 1 Lab 16

EM-2140 Paramedic III   **7 Credits**
Continuation of the DOT National Standards Curriculum pertaining to the Paramedic level. This includes the study of pathophysiology, symptomatology, and treatment of select medical/surgical conditions. Major emphasis is on EMT-Paramedic Theory and preparation for the National Registry Examination.
Class 7

EM-2141 Paramedic Lab Skills III   **2 Credits**
Continues the study of the DOT National Standard Curriculum pertaining to the Paramedic level. Includes pathophysiology, symptomatology and the treatment of select medical/surgical conditions. Major emphasis is placed upon transition from EMT to EMT-Paramedic skills.
Class 0 Lab 4

EM-2600 EMT Practicum   **2 Credits**
The clinical experiences offered to The clinical experiences offered to the students are intended to match the level of coursework taught in the classroom and lab. The purpose of each assigned practicum experience is to define the scope of emergency medical care and the technical skills needed to function in the field as a professional EMT. Clinical practical experience affords the opportunity to explore personal and professional skills necessary to work in the prehospital setting. It will provide a process for the student to evaluate their skills and develop a format for self-improvement. Students are intended to match the level of coursework taught in the classroom and lab. The purpose of each assigned practicum experience is to define the scope of emergency medical care and the technical skills needed to function in the field as a professional EMT. Clinical practical experience affords the opportunity to explore personal and professional skills necessary to work in the prehospital setting. It will provide a process for the student to evaluate their skills and develop a format for self-improvement.
Class 1 Lab 8

EM-2601 Paramedic Practicum I   **2 Credits**
The hospital clinical experiences offered to the student are coordinated with the level of course work taught in the classroom. The purposes of each assigned learning activity are to: 1) define the the field of emergency medicine and the technical skills needed to function in a professional manner; 2) explore personal skills and develop them in the work arena; and 3) become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement.
Class 1 Lab 8

EM-2602 Paramedic Practicum II   **2 Credits**
The hospital clinical experiences offered to the student are coordinated with the level of course work taught in the classroom. The purposes of each assigned learning activity are to: 1) define the the field of emergency medicine and the technical skills needed to function in a professional manner; 2) explore personal skills and develop them in the work arena; and 3) become involved in the process of evaluation of skills and developing a reasonable, acceptable format of self-improvement.
Class 1 Lab 8

EM-2650 Paramedic Practicum III (Capstone)   **3 Credits**
Squad experience including assisting with procedures within the scope of the paramedic under the direct supervision of a squad paramedic preceptor.
Class 1 Lab 16

English

ENGL-0510 English Composition I Supplemental   1 Credit
Instruction

This course is taken in conjunction with ENGL 1510, English Composition I. This course reviews prerequisite concepts and skills necessary to successfully complete English Composition I.
Lab 2

ENGL-1510 English Composition I   4 Credits
In this course, students will develop writing skills through a total of 20 pages of medium -length writing assignments. Writing as a process will be stressed with emphasis on prewriting and revision. Students will be involved in in-class workshops and will confer individually with the instructor.
Class 4

ENGL-2123 English Composition II-Contemp Issues   3 Credits
English Composition II continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. In this course the emphasis will be on academic and scholarly research as opposed to information widely available through internet search engines or commercial publications. Students will write essays of increasing complexity over the course of the semester, culminating with a documented research essay.
Class 3

ENGL-2126 English Composition II-Nature Readings   3 Credits
English Composition II continues the essay writing curriculum developed in Composition I but adds the requirement to incorporate research from source materials and document it in MLA style. In this course the emphasis will be on academic and scholarly research as opposed to information widely available through internet search engines or commercial publications. Students will write essays of increasing complexity over the course of the semester, culminating with a documented research essay.
Class 3

ENGL-2223 Business Writing   3 Credits
This course will emphasize skills necessary to write effectively in an office in industry, business, government, and/or services. Basic principles and formats used in writing letters, memos, and research reports will be covered, and library methods and documentation style will be reviewed and practiced. Job search skills will also be reviewed and evaluated such as resumes and cover letters.
Class 3

ENGL-2225 Technical Writing   3 Credits
This course involves organizing and presenting written data with an emphasis on clear, precise, objective thinking and writing as demonstrated through a series of written documents. Assignments will include audience analysis, purpose, and format appropriate for letters, memos, reports, and other documents used in technical areas.
Class 3

ENGL-2253 American Literature I   3 Credits
This course is designed to introduce students to American literary history from a recognized period of commencement (1624) to the close of the antebellum era of the mid-ninteenth century (1860). Students will consider historical events in light of their general impact on writers of the time and look at how those writers influenced political, social, and cultural developments. Important literary movements and a range of genres will be discussed and analyzed through a series of close readings and critical discussions. The class will also undertake a general but useful student of literary theory. The course may be orgainized either historically or thematically.
Class 3

ENGL-2255 American Literature II   3 Credits
A selection of important work is examined as students explore relationships between mid-nineteenth and twentieth century American literature to other related aspects of American life, specifically with regard to the subjects of philosophy, race, and modern culture. New England's Transcendentialist movement, existentialism, the Harlem Renaissance, the Beats and post modern writing are discussed in detail.
Class 3

Equine Science

EQSI-1008 Horseshoeing Assessment   1 Credit
Class 0 Lab 2

EQSI-1019 Introduction to Horseshoeing   3 Credits
Students will learn to maintain a balanced hoof during trimming.
Class 2 Lab 2

EQSI-1020 Trail Maintenance & Primitive Tools   3 Credits
Proper care, maintenance and safe operation of non-powered tools in the backcountry. Additionally, basic skills needed to develop and maintain multiple-use trails will be applied. New forest service guidelines will be used to cover design, construction and maintenance of high-use, low-impact trail systems.
Class 2 Lab 2

EQSI-1021 Beginner Horseshoeing   3 Credits
This class will cover gain analysis, shaping keg shoes and pulling clips.
Class 2 Lab 2

EQSI-1102 Advanced Horse Handling   3 Credits
Students will learn the theory and techniques needed to train a horse to be haltered, lead and desensitized to everyday stimuli.
Class 2 Lab 2

EQSI-1104 Intro to Horse Handling & Management   3 Credits
Introduces the basics of stable management including feeding, grooming, leading and handling of horses. Identification and care of tack related equipment. Management of horse operations.
Class 2 Lab 2

EQSI-1109 Novice Horsemanship   **3 Credits**
Development of confidence and skills needed in the basics of proper horse care and horsemanship to include: how to safely handle, groom, saddle and bridle and care for before and after riding the working trail horse. Riding instruction focuses on proper mounting, center balance and skills needed to ride in a wilderness trail setting.
Class 1 Lab 4

EQSI-1112 Equine Health   **3 Credits**
This class will cover equine diseases, parasites, herd management programs and first aid.
Class 2 Lab 2

EQSI-1113 Equine Nutrition   **2 Credits**
Covers feeds and feeding of the equine at all ages and levels of performance.
Class 2

EQSI-1114 Equine Health (SL)   **4 Credits**
Basic health care for horses including vaccinations, parasite control, preventative health care. Common diseases and lameness will also be covered.
Class 3 Lab 2

EQSI-1116 Equine Anatomy & Conformation   **3 Credits**
Covers the structure and function of the anatomical systems of the horse. Covers equine conformation relative to function and soundness.
Class 3

EQSI-1117 Intermediate Horsemanship   **3 Credits**
Designed to advance previously learned skills in Novice Horsemanship and to polish riding skills needed to safely handle the horse in more difficult trail situations.
Class 1 Lab 4

EQSI-1118 Horseshoeing I   **2 Credits**
Skills necessary to replace a lost shoe on the back country trail. Lecture covers basic horse leg anatomy, horseshoes, nails and lameness problems and the history of horseshoeing. Laboratory practice in shaping horseshoes cold and shoeing horses.
Class 0 Lab 4

EQSI-1120 Intermediate Equine Massage   **3 Credits**
Students will gain a deeper understanding of the musculoskeletal system. Students will practice assessing and treating horses.
Class 2 Lab 2

EQSI-1130 Farm Equipment & Maintenance   **1 Credit**
Safety maintenance and operation of tractors, light trucks, horse trailers, and many types of farm implements used in horse barn facilities.
Class 0 Lab 2

EQSI-1131 Farm Equipment & Maintenance   **2 Credits**
Safety maintenance and operation of tractors, light trucks, horse trailers, and many types of farm implements.
Class 1 Lab 2

EQSI-1132 Stable & Facility Management (SL)   **3 Credits**
Practical experience in barn management involving operating farm machinery, facility upkeep, resource management, supervising workers and problems solving will be covered.
Class 2 Lab 2

EQSI-1135 Forging I   **3 Credits**
Basic forging skills will be covered.
Class 1 Lab 4

EQSI-1150 Leathercraft   **2 Credits**
Covers basic leather working skills including cutting, sewing, color alteration, repair, tooling and stamping through the design and construction of leather projects.
Class 1 Lab 2

EQSI-1160 Beginner Equine Massage   **3 Credits**
Equine musculoskeletal anatomy will be introduced alongside basic massage techniques.
Class 2 Lab 2

EQSI-1215 Intermediate Horseshoeing   **3 Credits**
Students will be introduced to therapeutic shoes and common therapies.
Class 2 Lab 2

EQSI-2113 Green Horse Handling   **4 Credits**
Methods used to train and handle young, green horses. The student starts with young, green horses from halter breaking to round pen training. The student teaches horses how to load into trailers.
Class 2 Lab 2

EQSI-2161 Advanced Equine Massage & Aromatherapy   **3 Credits**
Students will combine theory and technical skills in professional settings while incorporating aromatherapy on horses.
Class 2 Lab 2

EQSI-2200 Horse Packing   **3 Credits**
Basic skills in packing horses and mules and basic repair of harness and tack.
Class 2 Lab 2

EQSI-2213 Foaling Management   **2 Credits**
Students will gain hands on experience in mare care, foal watch, foaling, neonatal and post parturition care of horses at the Equine Center.
Class 0 Lab 4

EQSI-2215 Forging II   **3 Credits**
Students will begin shoeing horses with handmade shoes and developing the shoe board for the AFA Farrier Certification.
Class 1 Lab 3

EQSI-2216 Advanced Horseshoeing   **3 Credits**
Students will demonstrate knowledge and skill to perform hoof care on a professional basis.
Class 2 Lab 2

Course Descriptions

EQSI-2217 Equine Anatomy & Physiology   **3 Credits**
The skeletol, muscular, respiratory, cardiovascular, digestive, urinary, nervous, endocrine, and reproductive systems are studied and cross referenced to determine soundness and conformation.
Class 2 Lab 2

EQSI-2218 Reproductive Physiology   **2 Credits**
This course will cover the reproductive anatomy and physiology of stallions and mares.
Class 2

EQSI-2224 Equine Acupressure   **3 Credits**
Students will be introduced to traditional Chinese medicine and equine meridians.
Class 2 Lab 2

EQSI-2225 Advanced Horsemanship   **3 Credits**
Students will work on improving equitation, style and understanding of the natural aids including refined transitions, schooling figures and lead with an emphasis on riding theory both in the arena and on the trail.
Class 2 Lab 2

EQSI-2230 Team Driving   **2 Credits**
Introduces the basics of using horses and mules in harness, singularly and as a team. Training, handling and hitching of horses are included.
Class 0 Lab 4

EQSI-2240 Colt Training (Capstone)   **4 Credits**
Methods used to train trail and pack horses. The student starts with young, green horses and covers from halter breaking to round pen training. The student teaches horses how to load into trailers, how to accept bits and saddles and how to perform as mountain trail horses. Emphasis is placed on completing training for a started colt and working with a problem horse. This is one of three possible capstone classes for the Wilderness Horse Degree.
Class 2 Lab 4

EQSI-2241 Colt Starting   **3 Credits**
Students will learn the theory and practice associated with saddling a horse for the first time.
Class 2 Lab 2

EQSI-2242 Equine Assessment   **1 Credit**
Program learning outcomes will be assessed and program certifications will be administered.
Class 1

EQSI-2252 Teaching Horsemanship   **3 Credits**
The major objective of the course is safety. Good horse management, effective programming and creative teaching methods, which are appropriate for wilderness riding as well as ring work, are stressed without sacrificing safety, skills or fun. This course has a service learning/civic responsibility component.
Class 3

EQSI-2651 Colt Training (Capstone)   **4 Credits**
Students will learn how to train and finish a horse in preparation for sale.
Class 2 Lab 4

EQSI-2652 Horseshoeing Capstone   **5 Credits**
Provides the student with the knowledge, skills and techniques of trimming and shoeing horses with common foot problems, including: founder, navicular syndrome, abscesses, and many other lameness.
Class 2 Lab 6

EQSI-2653 Reproduction & Foaling Capstone   **5 Credits**
Covers the breeding soundness exam through pregnancy & foaling, including stallion management, collection and evaluation of semen, artificial insemination.
Class 2 Lab 6

EQSI-2654 Farrier Certification (Capstone   **4 Credits**
This course will prepare students to successfully pass the times portion of the AFA Farrier Certification.
Class 2 Lab 4

EQSI-2655 Herd Management (Capstone)   **4 Credits**
Students will develop knowledge and skills necessary to successfully pass the CHA Herd Manager Certification.
Class 3 Lab 2

Equipment Operations

ERT-1101 Equipment Operations I   **6 Credits**
Beginning level knowledge and skills with an emphasis on communication and safety in heavy equipment operation. Pre-start maintenance and service on each piece of equipment is outlined and practiced. Various dozer and excavator operations techniques will be introduced and performed. The functions and importance of the gauges, indicator lights, and safety warning devices will be explained and tested in the field.
Class 4 Lab 4

ERT-1102 Equipment Operations II   **6 Credits**
Recognition and assessment of overhead and underground hazards and the purpose of The Ohio Utilities Protection Service will be addresses. Instruction and demonstration in proper transmission use will be part of both classroom and field activities. Safe sloping and benching of excavations using OSHA standard guidlines will be covered in class and in the field. The practical benefits of team effort and cooperation will be explained and encouraged.
Class 4 Lab 4

ERT-1103 Surveying Concepts & Blueprint Reading   **3 Credits**
How maps and surveys are made and used, including how to plot traverses from field notes using heading and distances; how to gather surveying information; how to read and comprehend blueprints.
Class 3

ERT-1107 Heavy Equipment Maintenance & Repair I   3 Credits
Basic concepts of preventive maintenance, and minor repair procedures for heavy equipment are introduced. Provides hands-on experience in performing equipment repair in the field, including how to trouble-shoot problems systematically. Inspection procedures of cooling and fuel systems are conducted. Covers the proper use of safety equipment and safety procedures in a shop atmosphere.
Class 2 Lab 2

ERT-1110 Construction Basics   3 Credits
Formulas and calcuations needed most when working on site construction including calculations associated with moving equipment such as figuring grades, slopes, resistant and material weights.
Class 2 Lab 2

ERT-1177 Commercial Driver License   5 Credits
Prepares the student to sit for both the written and in vehicle portions of the commercial drivers license examination. Teaches various techniques and safe driving practices for commercial vehicles. Includes "hands-on" experience in proper service, maintenance, operation and safety of a commercial vehicle.
Class 2 Lab 6

**ERT-2600 Heavy Equipment Maintenance & Repair   3 Credits
Practicum (SL)**
Advanced use of heavy equipment shop tools and diagnostic equipment. Inspection of undercarriage, hydrostatic drive train components, cooling and climate control systems, air and hydraulic brake systems and electrical systems. Covers the proper use of safety procedures in a shop atmosphere.
Class 2 Lab 2

ERT-2650 Heavy Equipment Capstone   11 Credits
Capstone is a summatively assessed course focused on increasing student's skills and knowledge of the Heavy Equipment sector of the construction industry. Students will perform complex tasks utilizing a variety of equipment and practice that will improve productivity and machine performance, resulting in an understanding of project efficiency and safety. This course has established standards of performance supported by a carefully structured learning process that brings operators to a measurable proficiency in real world project scenarios.
Class 6 Lab 10

Fashion

FASH-1001 Introduction to Fashion & Product Lifecycle   3 Credits
Introduction to understanding the full product life cycle from concept to consumer. This course provides a full scope view of the fashion industry.
Class 3

FASH-1002 20th Century Fashion & Pop Culture   3 Credits
This course is an in-depth on how culture, historical events, social mindsets ad pop culture influence fashion adoption and evolution.
Class 3

FASH-1120 Draping: 3-D Garment Design   4 Credits
This course will explain 3-demensional clothing design on dress forms based in 2-demensional sketches created by students.
Class 4

FASH-1123 Sewing & Garment Construction   3 Credits
This foundational course introduces an in-depth study of garment seams, constructions, basic sewing stitches and sewing techniques used on both woven and knit apparel.
Class 2 Lab 2

FASH-1131 Consumer, Brand & Trend Analysis   3 Credits
This course analyzes consumer motivation and buying behavior, target market research, competitive brand analysis, and future trend forecasting.
Class 2 Lab 2

FASH-1141 Flat Pattern: Intro to Fitting & Grading   3 Credits
This course enables the student to become industry proficient in apparel product development and manufacturing, as well as fit and alterations.
Class 2 Lab 2

FASH-1142 Technology for Apparel & Textile Industry   3 Credits
The course utilizes apparel and textile industry programs for hands on learning about the product development process.
Class 2 Lab 2

FASH-2100 Apparel Design & Illustration Techniques   3 Credits
This class provides the basis for understanding drawing in 2-D form as a visual communications tool in order to create a 3-D product.
Class 3

**FASH-2102 Business of Fashion & Supply Chain   3 Credits
Management**
This course explores the role of purchasing, product development, merchandising, and planning through understanding the financial and mathematical responsibilities of the business side of fashion.
Class 3

**FASH-2104 Textiles: Weaving, Knitting, Dying,   3 Credits
Printing & Wash**
This course will analyze the key components of common apparel, fibers, and manufactured fabrications commonly used in fashion and apparel industry.
Class 2 Lab 2

FASH-2113 Fashion Branding & Entrepreneurship (SL)   3 Credits
This course will deliver a series of inspiration and creative exercises to determine personal message. Students will create a fashion business concept based on market opportunities.
Class 3

FASH-2230 Fashion Collection Lab I   2 Credits
This course integrates the research completed in trend and consumer analysis with branding and entrepreneurial courses to launch the final creation of product and prototyping for students' personal brand.
Class 2

FASH-2242 Fashion Collection Lab II **3 Credits**
Students will apply industry feedback from the culmination of Lab I. Upon completing revisions to product and brand direction, students will create final product samples.
Class 2 Lab 2

FASH-2600 Fashion Industry Practicum **1 Credit**
Students will gain valuable knowledge and experience in their field of interest by participating in off-campus practicum.
Class 1

FASH-2650 Fashion Design Portfolio Development **3 Credits**
(Capstone)
This course will direct students in curating a body of work from project completed during their degree. Students will create a strong collection of work, demonstrating their individual key strengths.
Class 3

Fermentation Science

FERM-1000 Basic Raw Materials & Origins **2 Credits**
An introduction to the agricultural growth and development of harvestable, finished fermentable grains, hops, fruit and food. The goals is to familiarize the student with where and how raw materials are produced and how this knowledge will help evaluate the quality of these materials.
Class 2

FERM-1200 Sensory Analysis **3 Credits**
Exposes the student to microbiology and laboratory practices in the brewing, distilling and culinary fermentation industries.
Class 3

FERM-1300 Fermentation Microbiology Yeast, Water **2 Credits**
Introduction to microbiology and laboratory practices in the brewing, winemaking, distilling and culinary fermentation industries. Emphasis is placed on yeast biology, fermentation and microorganisms in brewery, distillation and sanitation.
Class 2

FERM-2001 Brew Ingredients **3 Credits**
The trajectory of this course will follow fermentable materials through the regular processing of the raw materials to their usable form. A student should be able to describe grain malting (barley, wheat and rye) and hop bailing/extruding in detail.
Class 2 Lab 2

FERM-2002 Viniculture Grape Growth & Physiology **3 Credits**
Wine is produced primarily from grapes. Viniculture refers to the science, study and production of grapes. Upon completion of this course, students will be able to identify planting procedures, pruning, cultivation, spraying techniques and harvesting equipment.
Class 2 Lab 2

FERM-2003 Preparation of Fermentable Extract **3 Credits**
Distilled spirits can be fermented from a wide variety of sources. This course will follow the most common fermentable materials through the regular processing of the raw materials into a usable form.
Class 2 Lab 2

FERM-2004 Traditional Enhanced Food Techniques **3 Credits**
Culinary fermentation derives from a wide variety of fermentable materials through the regular processing of the raw materials to their usable or cured form. Upon completion, students will be able to identify culinary forms of fermentation such as dough bread, cider, vinegar, tempeh, tofu, kimchi, cheese, yogurt, pickles and sauerkraut.
Class 2 Lab 2

FERM-2101 Brewing Fermentation & Production (SL) **3 Credits**
Emphasizes the production of fermented products including ingredients, techniques, fermentation management, storage and sanitation. Upon course completion students will be able to utilize this knowledge to improve output efficiency and flavor.
Class 2 Lab 2

FERM-2102 Wine Production Principles **3 Credits**
Follows the basic steps and methodologies used for processing grapes into juice for the purpose of fermentation. The emphasis will be on the production of fermented products including grape destemming, crushing to juice, storage, fermentation tanks, beverage transferring and fermentation techniques, management, storage and sanitation.
Class 2 Lab 2

FERM-2103 Fermentation, Distillation, Maturation **3 Credits**
Introduces students to the basic methodologies used in spirit distillation and fermentation. The emphasis will be on the production of fermented products including types of stills used in distillation, ingredients, techniques, fermentation management, storage and sanitation.
Class 2 Lab 2

FERM-2104 Food Systems Chemistry **3 Credits**
Introduces methodologies used in a variety of culinary fermentation practices. The emphasis will be on the production of fermented products including ingredients, techniques, fermentation management, storage and sanitation.
Class 2 Lab 2

FERM-2105 Fermentation, Distillation, Maturation **3 Credits**
with Certificatio
Introduces students to the basic methodologies used in spirit distillation and fermentation. The emphasis will be on the production of fermented products including types of stills used in distillation, ingredients, techniques, fermentation management, storage and sanitation.
Class 2 Lab 2

FERM-2201 Advanced Craft Brewing **3 Credits**
Covers the theory behind developing craft brewing recipes from scratch and how to master flavor targets when creating recipes. Topics include interpreting and analyzing test results, utilizing flavor analysis, developing techniques and equipment and how to better utilize this knowledge.
Class 2 Lab 2

FERM-2202 Wine Styles & Blending **3 Credits**
Develops the student's understanding of craft wine product preparation. Topics include blending techniques, barrel and stainless steel fermentation and aging management, and the utilization of processing aides in order to produce a small batch of craft wine.
Class 2 Lab 2

FERM-2203 Botanicals Workshop **3 Credits**
Develops the student's skills in craft spirit distillation and fermentation product preparation. Topics include recipe development from a variety of raw materials to the finished product and how to use a variety of botanical ingredients to add flavor by macerating or infusing flavors into the core distilled beverage. Students will produce a small batch of distilled spirits.
Class 2 Lab 2

FERM-2204 Science of Food Fermentation **3 Credits**
Exposes students to a variety of raw materials and techniques in craft culinary fermentation product preparation. Topics include recipe development, basic sanitation and familiarity of equipment used in the production of small batches of culinary fermented foods.
Class 2 Lab 2

FERM-2205 Wine Styles & Blending With Certificatio **3 Credits**
Develops the student's understanding of craft wine product preparation. Topics include blending techniques, barrel and stainless steel fermentation and aging management, and the utilization of processing aides in order to produce a small batch of craft wine.
Class 2 Lab 2

FERM-2220 Fermentation Startup/Entrepreneurship **3 Credits**
Provides the opportunity for students to demonstrate the practical knowledge gained from the Fermentation Sciences program and to apply that knowledge as they create a small startup business.
Class 2 Lab 2

FERM-2300 Beverage Calculations, Engineering **3 Credits**
Covers thermal dynamics, flow dynamics, chemical engineering, mechanical engineering, specific brewing, distilling, winemaking and culinary fermentation equipment engineering and properties.
Class 3

FERM-2301 Brewhouse Professional Practices **3 Credits**
Introduces students to advanced process techniques and technology. The class will also cover the testing techniques and mathematical calculations used in craft beer production.
Class 2 Lab 2

FERM-2302 Enology Winemaking (SL) **3 Credits**
An introduction to advanced enological techniques and technology. Students will develop their testing techniques and perform the mathematical calculations used in winemaking and production.
Class 2 Lab 2

FERM-2303 Distillation Operations (SL) **3 Credits**
Introduces students to the advanced techniques and technology involved in spirit creation. Students will be exposed to testing analysis and the mathematical calculations used in craft distilled spirit production.
Class 2 Lab 2

FERM-2304 Culinary Fermentation Advance Processing (SL) **3 Credits**
Introduces students to the technology and mathematical calculations used in culinary fermentation product production. Emphasis is placed on equipment and technology as they relate to schedule/record keeping, recipe development/alcohol control, and ingredient usage calculations.
Class 2 Lab 2

FERM-2400 Packaging, Materials, Quality **3 Credits**
Covers advanced brewing, distilling, winemaking and probiotic food processes utilizing the equipment of an on-site brewery and/or fermentation facility. Topics include advanced beer making, spirit, winemaking and culinary fermentation processes, analysis/monitoring of fermentation and specialty beverage production.
Class 2 Lab 2

FERM-2401 Packaging, Materials, Quality with Certificatio **3 Credits**
Covers advanced brewing, distilling, winemaking and probiotic food processes utilizing the equipment of an on-site brewery and/or fermentation facility. Topics include advanced beer making, spirit, winemaking and culinary fermentation processes, analysis/monitoring of fermentation and specialty beverage production.
Class 2 Lab 2

FERM-2600 Fermentation Practicum **2 Credits**
Provides students the hands-on experience of fermentation.
Class 1 Lab 7

FERM-2650 Beer Fermentation Capstone **2 Credits**
Provides students hands-on experience in brewing beer. Students will have access to the Hocking College pilot brewing facilities and will produce small batches for demonstration purposes.
Class 1 Lab 7

FERM-2651 Culinary Fermentation Capstone **2 Credits**
Provides students the hands-on experience of culinary fermentation. Students will have access to the Hocking College practicum restaurant and be able to prepare food items utilizing fermentation processes.
Class 1 Lab 7

FERM-2652 Spirit Distillation & Fermentation Capstone **2 Credits**
Provides students hands-on experience in distilling spirits on a small scale. Students will have access to the Hocking College pilot distillery facility and be able to produce small batches for demonstration purposes.
Class 1 Lab 7

FERM-2653 Wine Capstone **2 Credits**
Provides students the hands-on experience of winemaking on a small scale. Students will have access to the Hocking College pilot winemaking facilities and be able to produce small batches for demonstration purposes.
Class 1 Lab 7

Film & Video

FILM-1000 Introduction to Film Industry   3 Credits
This class provides students with a look at the fundamental principles of the film industry.
Class 3

FILM-1110 Film & Video Production I   4 Credits
Students will begin to learn the concepts of filmmaking and video production through an intense application of skills and techniques needed in the film and television industry.
Class 3 Lab 2

FILM-1115 Film Analysis   3 Credits
This course approaches viewing film as a critic, assessing style, technique and narrative.
Class 3

FILM-1120 Film & Video Production II (SL)   4 Credits
Concepts and techniques of film and video production will be reinforced through project-based assignments.
Class 3 Lab 2

FILM-2201 Video Production & Compositing   4 Credits
An in-depth look at Adobe Software to create composite media incorporating still images, video, audio, and titles.
Class 3 Lab 2

FILM-2205 Narrative & Storyboarding   3 Credits
Students will learn about the structure of narrative in our culture. They will storyboard an original idea and assess its strengths and flaws.
Class 3

FILM-2211 Film & Video Production III   4 Credits
Students will begin to master techniques of film and video projects through independent and group project work.
Class 3 Lab 2

FILM-2600 Film & Video Practicum   2 Credits
Students will work with individuals within the college or community to develop and complete film and video projects.
Class 2

FILM-2650 Film & Video Capstone   6 Credits
Students will work on senior projects to reflect mastery of film and video production techniques.
Class 4 Lab 4

Fire Science

FS-1102 Emergency Vehicle Defensive Driving   0.5 Credit
Instruction and practice revolved around principles and practices of defensive driving particularly as it relates to emergency vehicles operating under emergency conditions.
Class 0 Lab 1.5

FS-1115 Fire Fighter I & II   12 Credits
Provides first phase of training in the fire fighting profession for individuals to work under direct supervision. Includes use of tools and equipment, chemistry of fire, extinguishments, search and rescue techniques. This course, in the second level of training, FFII, prepares individuals to work under minimal direct supervision. Topics include, but are not limited to, the introduction of advanced skills in arson detection, investigation, hydrants, standpipes, sprinkler systems, inspections and public education. This course meets National Fire Protection Association, Inc. (NFPA- 1001) standards for fire fighting I and II. Additionally, to test for Ohio certification as FFII, the Ohio revised Code 4765-11-13 also requires successful completion of a sixteen-hour emergency vehicle operation course that meets the requiremnts of NFPA standards 1451 and 1002 as well as documentation of completion of national Incident Management System courses IS-100 and IS-700.
Class 7 Lab 16

Fish Management & Aquaculture

FMAQ-1110 Fish Culture I   4 Credits
Extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculating systems. Fish handling procedures; feeding and inventory practices.
Class 2 Lab 4

FMAQ-1115 Hatchery Maintenance   2 Credits
Surface maintenance, carpentry, electricity, plumbing and masonry as it applies to fisheries and aquaculture. Use of tools, saws, drills and portable power tools.
Class 1 Lab 2

FMAQ-2220 Fish Culture II   4 Credits
Basic extensive and intensive production requirements for fish in ponds, tanks, cages, raceways and recirculating systems; fish handling procedures, feeding and inventory practices; water quality parameters, record keeping and applied math.
Class 2 Lab 4

FMAQ-2239 Pond Nuisance Control   1 Credit
Discuss, demonstrate and practice methods and techniques used in identification, prevention and management of common aquatic nuisance problems.
Class 0 Lab 2

FMAQ-2240 Fish Health   2 Credits
Discuss, demonstrate and practice methods and techniques used in identification, prevention and treatment of common fish health problems.
Class 1 Lab 2

FMAQ-2266 Ichthyology   3 Credits
Studies the identification, ecology and morphology of Ohio fish species, including field and laboratory identification, use of taxonomic keys, fish community sampling methods and community assessment indices.
Class 2 Lab 2

FMAQ-2650 Fish Management Capstone (SL)   **5 Credits**
Discusses methods and techniques used in sampling fish populations and aquatic environments, evaluation and application of fish management techniques. Covers physical, chemical, biological, and sociological factors which influence fisheries and their management. Techniques of monitoring and influencing these factors are practiced in laboratory.
Class 3 Lab 4

Fitness Training

FT-1110 Introduction to Fitness   **3 Credits**
An introduction to personal fitness course that exposes the new fitness technology student to the components of fitness, major fitness organizations and development of a safe and diverse personal fitness plan.
Class 2 Lab 2

FT-1126 Fitness Testing (SL/CR)   **4 Credits**
Incorporates assessing/testing, interpreting, applying results and application for the five components of fitness.
Class 3 Lab 2

FT-1130 Aerobic & Group Exercise   **3 Credits**
Explores the fundamental principles of aerobic and anaerobic training on the cardiovascular system.
Class 2 Lab 2

FT-1160 Resistance Training   **3 Credits**
Design and implementation of resistance training protocols (sets, reps, load, recovery) applied for various goals in a 7-Step Periodization model.
Class 2 Lab 2

FT-2131 Group Exercise & Testing   **3 Credits**
Students will serve as mentor/trainer for first year students in which they assess the five components of fitness. Students will also design group and individual training experiences.
Class 2 Lab 2

FT-2191 Professional Development Trips & Site Visits   **3 Credits**
Students research top-level facilities and then complete visits and integrated training/learning through on site visits and tours. Integrates community, cultural and global awareness.
Class 2 Lab 2

FT-2210 The Personal Fitness Trainer   **3 Credits**
The student is exposed to key skills and abilities required by CPT in addition to completing a business plan for a dream job. Also plans and conducts a fitness event.
Class 2 Lab 2

FT-2220 Fitness Management Projects (SL/CR)   **3 Credits**
Explores the principles of managing, marketing and operating a large commercial facility or your own gym. Plan and conduct a fitness event such as a weight competition or 5K.
Class 2 Lab 2

FT-2233 ACE Certification Prep   **3 Credits**
Review and hands-on exploration of the first half of the ACE-CPT manual in preparation for the personal trainer exam.
Class 2 Lab 2

FT-2234 ACE Certification Prep I   **3 Credits**
Review and hands-on exploration of the second half of the ACE-CPT manual in preparation for the personal trainer exam, which is integrated in this course.
Class 2 Lab 2

FT-2297 Directed Practice   **4 Credits**
Students will interview, send resume/cover letter and complete 200 hours at an approved fitness facility. This serves as the Capstone class.
Class 2 Lab 4

Forestry

FOR-1009 Dendrology I   **2 Credits**
Identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.
Class 1 Lab 2

FOR-1010 Dendrology II   **1 Credit**
Continuation of identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.
Class 0 Lab 2

FOR-1020 Forest Management Techniques   **1 Credit**
Provides an introduction to forest measurement techniques in theory and practice. Includes the use of log scale rules, prisms, clinometer, etc.
Class 0 Lab 2

FOR-1109 Dendrology   **1 Credit**
Identification of woody plants indigenous to Ohio including identifying trees, shrubs and vines through the use of dichotomous keys, site characteristics and physical appearance.
Class 1

FOR-1112 Forestland Navigation & Mapping   **3 Credits**
Tools used in the navigation, mapping, planning, and management of forests and other natural resources.
Class 1 Lab 4

FOR-1123 Forest Measurements   **3 Credits**
Accurate quantification of forest resources utilizing tools, mathematical equations and sampling techniques.
Class 1 Lab 4

FOR-1124 Forest Ecology   **2 Credits**
Forest community relationships, synecology and autecology which can be applied to the technical aspects of forestry such as silviculture, mensuration, forest management and timber harvesting.
Class 1 Lab 2

FOR-1125 Forest Soils   **2 Credits**
Development, interpretation and mapping of forest soils. Techniques in analyzing physical and chemical properties of soil including problem soils and the impact of forestry practices.
Class 1 Lab 2

FOR-1131 Forest Entomology & Pathology   **2 Credits**
Insects, diseases and their economic impact on forest, ornamental and street trees, stressing identification and potential control.
Class 1 Lab 2

FOR-1133 Forest Products Utilization   **2 Credits**
Utilization of products and services of the central hardwood region including traditional and non-involved flow of goods and services from the forest to the final product.
Class 1 Lab 2

FOR-2119 Reforestation & Pesticide Applications   **3 Credits**
Study, planning and application of practices used for controlling woody vegetation with pesticides.
Class 2 Lab 2

FOR-2120 Applied Silviculture   **4 Credits**
Cultural techniques applied to growing, harvesting and regenerating forest crops in North America.
Class 2 Lab 4

FOR-2205 Forest Issues & Policy (SL)   **2 Credits**
Examines environmental issues, policy , and law from a scientific viewpoint, with emphasis on the ecological, social and economic factors of a working forest.
Class 1 Lab 2

FOR-2210 Forest Mensuration   **3 Credits**
Develop skills necessary for effective field assessment of the forest resources. Accumulated skills developed in previous forestry courses are blended with new skills in the art of cruising.
Class 1 Lab 4

FOR-2221 Wildland & Prescribed Fire   **3 Credits**
This course includes the following government courses which are prerequisite for Wildland Fire Fighters. Basic Firefighter S-130 course; Introduction to Fire Behavior S-190 course; Human Factors on the Fire Line L-180 course and Introduction to the Incident Command I-100. These courses were developed by the National Wildfire Coordinating Group. The successful participant is eligible for the National Interagency Qualifications System RED CARD. Includes: basic skills required by wildland fire fighters; fire organization; use of safety equipment; size up: Line construction; mop up; and use and maintenance of hand tools. Prescribed burning as a tool in natural resources to achieve the following forest management objectives: natural regeneration, competition control, hazard reduction and habitat manipulation
Class 1 Lab 4

FOR-2226 Forest Operations   **2 Credits**
Principles of operating a forestry business and basic time study and cost analysis techniques used in a variety of foresty operations.
Class 1 Lab 2

FOR-2650 Forest Management (Capstone)   **3 Credits**
Focuses on the management of upland central and Appalachian hardwood forests. Forest regulation problems are applied to properties under different circumstances.
Class 1 Lab 4

General Studies

GS-1010 Pathway to Prosperity   **1 Credit**
The Pathways course is a personal, career and financial success seminar series designed to empower students with the knowledge, skills and attitudes needed to be successful students, successful life-long career professionals and financially stable citizens.
Class 1

GS-1135 AIS & ATS Degree Development   **1 Credit**
This seminar is for the exclusive development of an Individualized Degree Program. During this seminar, the student will learn the requirements for creating an Associates of Individualized Study Associate of Technical Study. Necessary for the development of their individualized program, the student will learn how to create and develop their own curriculum to match the general education requirements of Hocking College along with their individual educational needs, which includes creating learning outcomes for their program.
Class 1

GS-2010 Pathway to Prosperity II   **1 Credit**
This class will conclude the Pathway to Prosperity series.
Class 1

GS-2200 Prior Learning Portfolio Development   **1 Credit**
In this course, students will work with an advisor to develop a portfolio to apply for special credit by experience.
Class 1

GeoEnvironmental

GENV-1100 Stream Water Quality Monitoring   **1 Credit**
This technical service learning course provides physical and chemical water quality data from the Hocking River for use by the state, regional, and local environmental, land-use, planning, and educational communities. Students function as water quality monitoring group conducting field sampling, laboratory analysis.
Class 0 Lab 2

GENV-1110 Environmental Laws & Policy   **3 Credits**
Overview of important environmental laws such as RECRA, CERCLA, NEPA, and the Clean Water Act, as well as state-level regulations. Consideration given to technical implications of compliance with and agency enforcement of policies. Emphasis on laws and regulation that bear on groundwater and soil contamination issues.
Class 3

GENV-1130 Storm Water Management **1 Credit**

Introduction to the principles, practices, and issues regarding erosion and sediment control in the context of municipal stormwater management.

Class 0 Lab 2

GENV-1141 GeoEnvironmental Site Assessment I **4 Credits**

Focuses on evaluating sit uses and confirming the existence and nature of soil, groundwater, and surface water contamination. Includes preparation of a Phase 1 Environmental Assessment report with conclusions regarding potential environmental liability. Culminates with assessment findings and recommendations presented in a professional-style ASTM Phase II Environmental Assessment report.

Class 2 Lab 4

GENV-2125 OSHA HazWoper Health & Safety Training **1 Credit**

A safety training course covering protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations included in 29 CFR 1910.120. Required by OSHA for workers at sites where hazardous contaminants may be present.

Class 0 Lab 2

GENV-2231 GeoEnv Sampling & Monitoring I **2 Credits**

A practical course on the fundamentals of sampling, describing, quantifying, analyzing, documenting, and depicting the physical and chemical attributes of groundwater, surface water, bedrock, sediment, and soil. Includes a comprehensive, practical survey of GeoEnviornment sampling and monitoring techniques and protocols that are accepted and approved by governmental regulatory agencies, including both traditional and newer techniques. Emphasis on learning and adopting good field techniques to maintain Quality Assurance and Control for sampling events.

Class 1 Lab 2

GENV-2240 Petroleum & Mineral Resource Management **3 Credits**

Survey of the environmental and safety aspects of the coal and mineral mining, and oil and gas extraction industries. Considers regulation of active mining, oil and gas drilling and production activities, as well as, permitting procedures for new activities. Addresses environmental hazards posed by mining and oil and gas drilling activities and reclamation of affected sites.

Class 1 Lab 4

GENV-2650 GeoEnvl Subsurface Investigation (Capstone) **3 Credits**

Applies GeoEnvironmental techniques and concepts to determine the site-specific extent, level and source of soil, groundwater, and/or surface water contamination. Culimnates in a professional-style site characterization report with recommendations for cleanup and remediation strategies.

Class 1 Lab 4

Geographical Information Systems

GEO-1101 Intermediate GIS **2 Credits**

Technical inner workings of GIS. Students will explore, examine and experience the rules and operations that govern data storage, data analysis and data display.

Class 1 Lab 2

GEO-1102 Introduction to GPS **2 Credits**

The basic history, design, concepts and uses of the Global Positioning System are introduced and defined. Exercises include the opportunity to use GPS receivers to navigate, collect, and display positional data and use Pathfinder Office software to correct, and export positional data and create data dictionaries.

Class 1 Lab 2

GEO-1104 Introduction to GPS & GIS **3 Credits**

History, design, concepts and uses of the global positioning system are introduced and defined. Use GPS receivers to navigate, collect, and display data.

Class 2 Lab 2

GEO-1107 World Geography **2 Credits**

Examine economic and geographic factors that determine natural resource distribution, availability and utilization. Examines the earth's surface region by region.

Class 2

GEO-1123 Surveying & Mapping **3 Credits**

Plane surveying procedures and applications for distance, direction and elevation measurements. Use and care of surveying instruments.

Class 1 Lab 4

GEO-1125 Map Reading & Interpretation **1 Credit**

Understanding of maps and map making with technical exercises designed to manipulate, enlarge and transcribe maps for other uses.

Class 0 Lab 2

GEO-2135 GIS & GPS Applications **4 Credits**

Academic projects that stress skills learned in pre-requisite courses. Additionally students select projects in industry areas such as natural resources , utilities, government, or businesses.

Class 3 Lab 2

Geology

GEOL-1105 Introduction to Soils **3 Credits**

An introduction to the principles of soil science with emphasis on the practical significance of soil assessment, classification, management, and conservation. Considers the applied implications of soil characteristics and soil distribution to natural resource management, environmental, and engineering issues and problems.

Class 2 Lab 2

GEOL-1110 Physical Geology   4 Credits
Examination of the fundamental principles of the earth sciences and their relation to minerals, rocks, and the processes acting upon and within the Earth. Lab includes identification and interpretation of minerals and rocks, as well as, interpretation and utilization of topographic and geologic maps.
Class 2 Lab 3

GEOL-1120 Historical Geology   4 Credits
An overview of the geologic origin of Earth with emphasis on the physical, chemical, and biological evolution of North America.
Class 3 Lab 2

GEOL-1130 Environmental Geology   3 Credits
Introduction to the natural processes which shape Earth and the ways in which humankind interacts with geologic environment. Includes evaluations of the impact of geologic processes on human endeavors, as well as, examples of how human activities can adversely affect geological processes and resources.
Class 2 Lab 2

GEOL-2250 Hydrogeology   4 Credits
An introduction to the occurrence, distribution, movement, chemistry, utilization, contamination, protection, and remediation of Earth's most precious resource with an emphasis on groundwater.
Class 3 Lab 2

GEOL-2261 Introduction to Engineering Geology   3 Credits
An introduction to the engineering and environmental applications of geology emphasizing methods of assessing and mitigating geologic constraints on highway construction, site development, mining, waste disposal, and water resource development and management.
Class 2 Lab 2

GEOL-2271 Geomorphology   3 Credits
An introduction to the study of the Earth's landforms and landscape. The course focuses on surficial processes and landform development. Students will construct and evaluate multiple working hypotheses to ascertain chronology of and geology processes responsible for landscape formation.
Class 2 Lab 2

Government

GOVT-1142 American Government & Politics   3 Credits
This course provides an overview of the functions, structures, institutions, processes and products of the national government and the impact of these on the citizens. Emphasis in the course is placed on relating discussions in the classroom to the personal world and to conceptualize how government and politics function in the real world.
Class 3

Health

HLTH-1101 Medical Terminology   2 Credits
The principles of building a basic medical vocabulary are practiced with an emphasis on prefixes, suffixes and roots. Basic spelling and pronunciation rules are covered. Anatomical, physiological and pathological terminology pertaining to selected body systems are explored. Selected clinical procedures, laboratory tests and abbreviations are discussed.
Class 2

Health Information Management

HIM-1100 Health Records & Procedures   3 Credits
Student analyzes health data, conducts documentation analysis between health records & patient's progress. Students applies policies and procedures to ensure accuracy of records also differentiates the roles of various providers and disciplines throughout the continuum of healthcare and responds to their information needs.
Class 2 Lab 2

HIM-1112 HIM Legal Aspects   2 Credits
Laws and standards that define how healthcare is financed and delivered.
Class 2

HIM-1120 ICD Medical Coding I   3 Credits
Introduction to the ICD-10-CM data set used for reporting diagnoses and the reasons why health care professionals care for patients.
Class 2 Lab 2

HIM-2200 Health Statistics & Quality Management   3 Credits
Demonstrates the understanding of why project management is critical in today's world. Identifies the different stages of project life cycle and how the implementation of tasks during the project life cycle establish a precedent for measurement.
Class 3

HIM-2203 ICD Medical Coding II   3 Credits
Focuses on procedural codes utilized within the healthcare industry. Codes include CPT-4, HCPCS andICD-10 coding formats and will be taught through practical case studies.
Class 2 Lab 2

HIM-2210 Healthcare Reimbursement   3 Credits
Focuses on procedural codes utilized within the healthcare industry. Codes include CPT-4, HCPCS andICD-10 coding formats and will be taught through practical case studies.
Class 2 Lab 2

HIM-2215 Understanding & Interpreting E-Health   3 Credits
Records
Introduction to software used to gather, track and store the clinical and administrative information of patients seen in the medical facility.
Class 2 Lab 2

HIM-2220 Financial & Resource Management   3 Credits
Management of financial and physical resources, understanding financial documents as well as management of staff, equipment, space and work environments.
Class 3

HIM-2222 Health Info Management System   3 Credits
Overview of principle competencies in HIMMSs certification exam. Utilize computer assisted coding encoder to practice billing from provider notes.
Class 2 Lab 2

HIM-2230 Management Information Systems   3 Credits
Introduces students to MIS today with the most practical and current information available: MIS 10.
Class 2 Lab 2

HIM-2650 Capstone Computer Application (SL/PR)   2 Credits
The CAHIMS Detailed Content Outline is comprised of three primary professional categories in the healthcare information and management field: general IT and healthcare environment knowledge, systems and administration.
Class 1 Lab 2

Hotel/Restaurant

HOTR-1118 Hospitality Facilities & Technologies   3 Credits
Students will gain an understanding of hotel operations through the exploration of hotel operations, facilities and computer systems.
Class 3

HOTR-1233 Food & Beverage Planning & Cost Controls   2 Credits
Introduction to techniques for developing new customers, meeting customer needs, maximizing profits and maintaining long-term customer relationships. Includes cost, sales and control of food and beverage operations.
Class 2

HOTR-1234 Managing Beverage Operations   2 Credits
This course is designed to provide the student with the basic understanding of managing a bar.
Class 1 Lab 2

HOTR-1241 Front Office Operation   2 Credits
Front desk operation providing quality service to the guest of the motel, hotel or inn.
Class 1 Lab 2

HOTR-1242 Housekeeping Management   2 Credits
Basic housekeeping management.
Class 1 Lab 2

HOTR-2108 Hospitality Human Resources   2 Credits
Basic understanding of hospitality human resource management focusing on training personnel in new or established hospitality operations.
Class 2

HOTR-2170 Hospitality Sales & Marketng   2 Credits
Basic knowledge and practical experience enabling the student to develop strategic marketing plans for the hospitality industry. Researching potential sources of business, analyzing potential customer needs, selling services and maintaining long term customer relationships.
Class 2

HOTR-2232 Contemporary Club Management   2 Credits
Provides basic knowledge of the private club industry including marketing, human resources, food and beverage outlets, computers and leadership.
Class 2

HOTR-2243 Hospitality Law   2 Credits
Areas of the law that significant impact on day-to-day operations in the hospitality industry. Increases awareness of potential legal problems to enable resolution before they result in liability.
Class 2

HOTR-2600 Hospitality Practicum Exp I   2 Credits
Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Students assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas (night audit and cashier). Learners are assigned to learning teams as trainees.
Class 2

HOTR-2601 Hospitality Practicum Exp II   2 Credits
Applies classroom concepts to practical situations in assigned departments at the Inn at Hocking College. Learners assume responsibility for the daily operation of one of three areas: food and beverage, rooms division or financial areas (night audit and cashier). Learners are assigned to learning teams as trainees. Includes assessment of both Success Skills and Program Outcomes and service learning projects.
Class 2

HOTR-2650 Hospitality Manement Development (Capstone)   3 Credits
An opportunity to be trained and to perform as a manager in a full service hotel. Includes all aspects of property management and daily property supervision and leadership.
Class 3

Humanities

HUM-2200 Introduction to World Literature   3 Credits
Examines various literary works representing historical periods from the ancient world through the twentieth century. Presents a progression of literary styles and forms representing the universality of human concerns through the ages.
Class 3

HUM-2201 Western Civilization & Culture   3 Credits

Provides an understanding that the human experience is not, and has never been, a series of stagnant, isolated moments. Students will learn to appreciate the fact that all people have not shared the same world views, opportunities and problems.
Class 3

HUM-2202 Theatre Appreciation Art   3 Credits

This introductory course is designed to give participants an opportunity to increase their insight and understanding of theatre arts. Students will study the historical tradition of theatre, its ever-changing place in society, and the composite talents and skills that create the drama, the production, and the performances an audience sees.
Class 3

HUM-2203 Introduction to Ethics   3 Credits

Rationales by which individuals and societies determine what constitutes ethical and moral behavior. Includes an overview of moral philosophy and theories of justice and human rights.
Class 3

HUM-2207 Introduction to World Religions   3 Credits

Overview of the dominant religions of eastern and western cultures and the various aspects of each, including beliefs, rituals, and adherents throughout the world. The nature and social functions of religion including sects, cults, and atheism are also explored.
Class 3

Insurance

INS-1101 Property & Liability Insurance Principl   3 Credits

This course provides a broad introduction to property-casualty insurance and serves as a foundation for studying the other courses in the AINS program. It shows you how to read an insurance policy, identify loss exposures and recognize common policy provisions. It also describes the function of marketing, underwriting and claims, while discussing insurance as a contract. The course provides a basic discussion of risk management as a means of managing loss exposure.
Class 3

INS-1102 Personal Insurance   3 Credits

This course provides a basic understanding of the property and liability loss exposures faced by individuals and families, and the types of insurance coverage used to treat those exposures.
Class 3

INS-1103 Claims Handling Principles & Practices   3 Credits

This course provides foundational knowledge that is applicable to handling all types of property-casualty claims. The process includes acknowledging and assigning the claim; identifying the policy; contacting the insured or the insured's representative; investigating and documenting the claim; determining the cause of loss; liability and the loss amount; and concluding the claim.
Class 3

Laboratory Sciences

LAB-1102 Introduction to Laboratory Sciences   3 Credits

Introduction to process and controls within the laboratory environment. Includes safety protocols and regulatory parameters of laboratory as well as equipment, supply and consumable identification.
Class 3

Laboratory Sciences – Chemical

CLAB-1201 Introduction to Chemical Operator   3 Credits

Everything is a chemical, from the air we breathe to the water we drink — chemicals surround us. The breadth of the modern chemical industry is omnipotent. Designed for students heading towards a chemical operator career, this survey-like course will explore a wide range of opportunities and introduce technical concepts necessary for professional mobility.
Class 3

CLAB-1207 Process Control   3 Credits

An examination of the process controls utilized in the analytical laboratory including process management tools that have become commonplace in most all work environments.
Class 2 Lab 2

CLAB-1208 Team Concepts & Practices   3 Credits

Develop effective teams in the context of project management and how to implement communication and conversation strategies that help your team meet its project goals. Discover key factors that distinguish teams and shape team excellence, particularly communication and conversational dynamics.
Class 2 Lab 2

CLAB-1209 Industry Regulations & Safety/Hazmat   4 Credits

Introduction to occupational health and safety by recognizing and controlling health and safety hazards in workplace. We will review tools and techniques for injury/illness prevention, incident investigation and the implementation of standard safety programs will be reviewed. In addition, an overview of safety management frameworks (i.e., RAMP) used to enable decision making and strong safety workplace culture.
Class 4

CLAB-2201 Engineering Materials   3 Credits

Introduces engineering materials, including ferrous and nonferrous materials, plastics and ceramics. We will perform various material property tests quantifying tension, compression, shear, elongation and impact. Processing workflows for plastics and other polymers are presented.
Class 2 Lab 2

CLAB-2202 Statistical Quality Control   **4 Credits**
Introduces statistical techniques to optimize production processes, reduce costs & improve quality — collectively statistical quality control (SQC). Variable (X bar and R) and attributes (p, np, c, u) charting techniques using data collected across production use cases are examined. Students will learn to use a variety of statistical analysis techniques including frequency, distribution, measures of central tendency and dispersion.
Class 2 Lab 3

CLAB-2600 Chemical Laboratory Technician   **2 Credits**
Practicum (SL)
Final research project chosen by student based on areas of focus that most interest them. Could be review article or lab based. The capstone class will put everything learned thus far to the test.
Class 1 Lab 7

CLAB-2650 Chemical Laboratory Technician-Capstone   **5 Credits**
Final research project chosen by student based on areas of focus that most interest them. Could be review article or lab based. The capstone class will put everything learned thus far to the test.
Class 2 Lab 4

Massage Therapy

MT-1111 Massage Therapy IA   **2 Credits**
This course provides a solid foundation in the principles and practice of massage therapy including the history, benefits, physiological effects, contraindications, scope of practice, safety and hygienic practices and technique descriptions and applications. The lab portion covers Swedish, Western and Classical massage procedures.
Class 1 Lab 2

MT-1112 Massage Therapy IB   **2 Credits**
Part B of this course continues to lay the foundation in the principles and practice of massage therapy including the physiological effects, contraindications, safety and hygienic practices, prenatal massage and more. The lab portion covers Swedish, Western and Classical massage procedures as described by various sources.
Class 1 Lab 2

MT-1114 Hydrotherapy   **2 Credits**
Exploration the principles and practices of thermotherapy along with the use of various treatment modalities and techniques designed to enhance the practice of massage therapy.
Class 2

MT-1120 Massage Therapy II   **2 Credits**
This lab course incorporates the procedures covered in Massage Therapy I and expands the technique repertoire with the introduction of deep tissue techniques and other non-Swedish style massage procedures.
Class 0 Lab 4

MT-1135 Kinesiology/Myology for Massage Therapists   **4 Credits**
Focuses on the anatomy and physiology of the musculo-skeletal system including major joints. Additionally the class will include lab experience involving manual muscle testing, palpation, stretching and other relevant activities.
Class 3 Lab 2

MT-1140 Ethics for Massage Therapists   **2 Credits**
This course focuses on ethical considerations, scope of practice, and professional boundary issues in the massage therapy profession and also explores the body-mind connection in relation to patient armoring and character development.
Class 2

MT-2150 Massage Therapy Business & Law   **2 Credits**
Provides a foundation in the entrepreneurial skills and knowledge of jurisprudence needed to run a successful private massage therapy practice. Topics include billing, medical codes, marketing strategies, networking and making appropriate referrals.
Class 2

MT-2200 Pathology for Massage Therapists   **3 Credits**
Covers key elements of a wide array of medical conditions including their signs, symptoms and specific contraindications for massage therapy. Hygiene, S.O.A.P notes and various assessments pertinent to MLT's including pulse/blood pressure as well as functional, postural and gait analysis are also covered.
Class 3

MT-2212 Advanced Clinical Therapies I   **3 Credits**
Students will learn a wide variety of advanced bodywork methods including trigger point therapy, myofascial release, pin and stretch and many others that will be integrated into effective protocols for addressing musculoskeletal conditions of the head/neck, back, shoulders and arms.
Class 1 Lab 4

MT-2600 Massage Therapy Clinical (SL/PR)   **2 Credits**
This capstone course provides an opportunity for massage therapy students to offer treatments to the general public, college faculty, students and licensed massage therapists in an on-campus clinical setting.
Class 0 Lab 4

MT-2650 Advanced Clinical Therapies II (Capstone)   **2 Credits**
Students apply the previously learned advanced clinical techniques to develop integrated protocols for the abdomen, ribs, pelvis and legs. A cumulative written exam over all previous massage therapy related courses is given and the end of this course.
Class 0 Lab 4

Mathematics

MATH-0113 College Algebra Supplemental Instruction   1 Credit

This course is taken in conjunction with MATH 1113, College Algebra. This course reviews prerequisite concepts for the topics in MATH 1113. Each prerequisite concept is covered in this course just prior to being needed in MATH 1113. Topics covered may include solving equations (linear, systems, quadratic, rational, radical), graphing, polynomial operations, factoring and exponential rules.

Lab 2

**MATH-0250 Introductory Statistics Supplemental   1 Credit
Instruction**

This course is taken in conjunction with MATH 2250, Introductory Statistics. This course reviews prerequisite concepts for the topics in MATH 2250. Each prerequisite concept is covered in this course just prior to being needed in MATH 2250. Topics covered include arithmetic, algebra and data analysis concepts.

Lab 2

MATH-1103 Applied Mathematics   3 Credits

An applied mathematics course that will cover topics in basic arithmetic and algebra, personal finance, measurement analysis, geometry and statistics.

Class 3

MATH-1105 Introduction to Logic   4 Credits

Topics in basic principles of reasoning, rules of logical proofs, truth tables, binary logical operators, and flow charting.

Class 4

MATH-1113 College Algebra   4 Credits

Algebraic and graphical study of linear, quadratic, polynomial, rational, root/radical/power, exponential, logarithmic and piecewise-defined functions. Solving equations and systems of equations.

Class 4

MATH-1115 Trigonometry   4 Credits

A study of trigonometric functions, equations, angles/triangles, identities, and vectors.

Class 4

MATH-1120 Elementary Topics in Mathematics   3 Credits

The course focuses on the development of arithmetic and number systems, including whole numbers, integers, and rational numbers. Probability and data analysis are studied as applications of rational numbers are emphasized. Mathematical representation and communication.

Class 3

MATH-1130 Pre-Calculus   6 Credits

Algebraic and graphical study of linear, quadratic, polynomial, rational, radical exponential, logarithmic, piecewise functions. Solving equations and systems of equations. Trig functions, equations angles/triangles, identities and vectors.

Class 6

MATH-1163 Business Calculus   5 Credits

A study of limits, derivatives, and integration, considered analytically, numerically and graphically.

Class 5

MATH-2250 Introductory Statistics   4 Credits

Introduces basic statistical measures. Emphasis will be on core concepts and calculation of specific measures as well as appropriate application of those measures. Topics include measures of central tendency and dispersion, various statistical distributions (to include normal, student's t, Chi Square, and F), confidence intervals, correlation and regression, sampling and hypothesis testing, ANOVA, and introductory probability concepts.

Class 4

Medical Assistant

MA-1100 Basic Clinical Assisting Procedures   5 Credits

An introductory level course presenting the theory and techniques required by the medical assistnant to perform basic level procedures in the family practice medical office.

Class 3 Lab 3

MA-1102 Medical Office Procedures   3 Credits

Administrative or office duties of a medical assistant in a physician's office. Includes answering, screening and placing telephone calls; scheduling patient appointments and hospital admissions; handling patient information brochures; purchasing equipment and supplies, paying invoices, inventory control, storing supplies and drugs and equipment establishing priorities for work and office procedures manual.

Class 2 Lab 2

MA-1110 Family Practice Assisting Procedures (SL)   5 Credits

Intermediate level clinical procedures in the family practice medical office. Emphasizes tissue healing and surgical sepsis including the application of heat and cold, bandaging, cast application and removal, crutch walking, sterilization and disinfection, minor office surgery and urinalysis.

Class 3 Lab 3

MA-1112 Medical Law & Ethics   2 Credits

Medical ethics and law in the medical office setting. Analyzes medical office situations to determine ethical and legal status. Includes a history of medicine, the Medical Practice Acts, the physician-patient relationship, confidentiality, implied, verbal and written consent, malpractice, creating and terminating a contract and professional law liability. Identifies reports required by law and emphasizes professionalism in the medical office.

Class 2

MA-1221 Medical Management Computerization   2 Credits

Computer concepts and applications for the medical office. Emphasizes utilization of microcomputers in the medical office including the data processing cycle, components of the computer system, selection of hardware and software, secondary storage devices, the disk operating system (DOS) and medical office management applications.

Class 1 Lab 3

MA-2200 Advanced Clinical Assisting Procedures   4 Credits
Procedures employed in administering patient therapy and diagnostic testing, administration of medications, performing venipuncture, running an electrocardiogram, administering ultrasound treatments, assisting with sygmoidoscopy and patient preparation and positioning for x-rays.
Class 3 Lab 3

MA-2206 Computer Applications in Medical Assisting   2 Credits
Detailed study of the function of electronic medical records including file maintenance of patient medical record, patient registration, patient transactions, appointments, patient billing, insurance billing and legal aspects of appropriate documentation. Includes computer experience using word processing and an electronic medical record application program.
Class 1 Lab 3

MA-2220 Medical Laboratory Procedures   4 Credits
Theory and techniques required to perform laboratory tests in the medical office. Emphasizes patient preparation, completion of laboratory forms, collection of specimens for testing in the medical office or for transporting to an outside laboratory, performing laboratory tests and reporting results, identifying abnormal results, quality control and laboratory safety. Clinical procedures include venipuncture, obtaining a capillary blood specimen, blood banking, hematologic laboratory tests, blood chemistry tests, microbiologic laboratory tests and urinalysis.
Class 3 Lab 3

MA-2222 Medical Office Procedures I   3 Credits
Introduces handling financial and business records in a physician's office. Presents insurance and coding for the medical office.
Class 2 Lab 3

MA-2224 Pharmacology for Med Assistants   5 Credits
Pharmacology principles relating to the medical office. Emphasizes correlation of drug therapy with pathologic conditions, patient education regarding medications and obtaining competency in researching drugs in a drug reference. The use, action, side effects, implications, contraindications and route 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.
Class 5

MA-2600 Medical Assistant Practicum I   3 Credits
Directed practicum in a medical office, clinic or comprehensive health care facility where the student spends two days each week performing administrative and clinical skills under the supervision of a preceptor. A weekly externship seminar is included to discuss experiences.
Class 1 Lab 16

MA-2601 Medical Assistant Practicum II   3 Credits
Directed practicum in a medical office, clinic, or comprehensive health care facility to provide direct patient contact; apply clinical and administrative theory to practical situations; perform clinical and administrative procedures in a medical office; and gain insight into the medical assistant role in the health care team. Two days each week are spent in a general or specialty practice office performing administrative and clinical skills under the supervision of a preceptor.
Class 1 Lab 16

MA-2650 Case Studies in Medical Assisting (Capstone)   2 Credits
Integration of all components of the Medical Assistant curriculum. Through simulated case studies, the student demonstrates competency in knowledge and skills required for entry level employment in a medical office or clinic. Assists the student in preparation for the Certification Examination for Medical Assistants.
Class 2

Medical Laboratory

MLT-1000 Introduction to The Medical Laboratory   3 Credits
This courses provides an introduction to the Medical Laboratory profession (MLT), safety in the lab, OSHA, universal precautions, lab equipment, quality control, maintenance, and phlebotomy. Basic blood collection techniques by venipuncture and capillary sticks will be covered and practiced in the laboratory under supervision.
Class 2 Lab 3

MLT-1001 Hematology/Hemostasis   4 Credits
This course is the study of the blood that includes the liquid portion and formed elements such as red blood cells, white blood cells, and platelets. The course also introduces the process of hemostasis/blood coagulation. Results from manual and automated tests in hematology and hemostasis are correlated to pathology processes in the body. Maintenance, safety, calibration and quality control are included.
Class 3 Lab 2

MLT-1101 Medical Laboratory Fundamentals   2 Credits
Focuses on medical laboratory math, laboratory tests and ranges, quality control, introduction to clinical chemistry, and instruction to clinical microbiology.
Class 2

MLT-1135 Clinical Chemistry   4 Credits
Introduces the concepts of biochemistry as it relates to human health and disease through laboratory procedures and testing that include both manual and automated procedures to determine the chemical composition of blood, urine, and body fluids. Laboratory results are correlated to pathology processes in the body. Maintenance, safety, calibration, and quality control are included.
Class 3 Lab 2

MLT-1200 Immunology/Serology   **2 Credits**

An introduction to the immune system, immune and inflammatory responses, and the relation to etiology and diagnostic testing of immunological disease processes. Manual and automated testing in the laboratory include rheumatoid factor, streptococcal infections, pregnancy testing, and various others. Maintenance, safety, calibration and quality control are included.
Class 1 Lab 2

MLT-2100 Clinical Microbiology   **3 Credits**

This course provides an introduction to the formation, structure, identification, and control of bacteria. Included is an introduction to the study of mycology, parasitology and virology. Manual testing performed in the laboratory setting includes isolating, identifying, and determining clinically significant organisms present in laboratory specimens. Maintenance, safety, calibration, and quality control are included.
Class 2 Lab 3

MLT-2151 Urinalysis/Body Fluids   **2 Credits**

This course is the study of the physical, chemical, and microscopic evaluation of urine and body fluids such as cerebrospinal fluid, synovial fluid, serous fluid, seminal fluid, and feces. The lab component uses microscopes, manual tests, and automated tests to determine results of urine and body fluids which correlates to pathology processes in the body. Maintenance, safety, calibration, and quality control are included.
Class 1 Lab 2

MLT-2201 Immunohematology/Blood Banking   **4 Credits**

This course provides the theoretical and entry-level laboratory skills necessary to perform, analyze, and report routine serological pre-transfusion testing. The course also covers donor requirements, collection, blood component storage and usage, and adverse blood transfusion reaction. Hematological pathologies related to immunohematology are also discussed. Maintenance, safety and quality control are included.
Class 3 Lab 3

MLT-2600 MLT Practicum I (SL)   **8 Credits**

Students will be assigned and placed within a laboratory setting to apply knowledge and skill sets learned in the classroom setting that will be utilized on laboratory specimens for testing, analyzing, and reporting results.
Class 1 Lab 14

MLT-2601 MLT Practicum II (Capstone)   **8 Credits**

Students will be assigned and placed within a laboratory setting to apply knowledge and skill sets learned during the classroom setting that will be utilized on laboratory specimens for testing, analyzing, and interpretation of results.
Class 1 Lab 14

Microbiology

MICR-1201 Microbiology   **4 Credits**

How microorganisms live in the world around us and our relationship to them. Systematically covers bacteriology, immunology, mycology, viruses and parasites.
Class 3 Lab 2

Micro Computer

MICS-1121 Microsoft Offic   **3 Credits**

This course prepares students for mastery with Microsoft Word, Excel, Access, PowerPoint, and Outlook.
Class 2 Lab 2

MICS-1141 Introduction to Word & Excel   **1 Credit**

Introduces the spreadsheet software Microsoft Office Excel including creating and modifying spreadsheets and charts, as well as using the database capabilities. Students design and manipulate multiple spreadsheet and database files to apply the major functions of Excel. Success Skills addressed and practiced in this course include communicating effectively, demonstrating math skills, critical thinking, professional skills and attitudes, human relations, knowledge of science and the environment, and ethics.
Class 1

Music

MUS-1122 Music Private Lesson-Bass I   **1 Credit**

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. AS well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class 0 Lab 1

MUS-1130 Introduction to Digital Production   **4 Credits**

Using the college's digital recording lab and multi-track recording studio, students will learn the main components of utilizing a DAW system, the fundamentals of digital recording in a commercial studio and the basics of audio production. Upon completion of this course, students will have a general understanding of industry programs such as Protools, Reason, and Garageband and will be able to adequately produce a variety of projects in these applications. Students will also be able to assess equipment needs, understand and execute setting up for a typical recording session, and record basic audio tracks in a studio environment. Additional skills will include digital file management and conversion, as well as content sharing online.
Class 3 Lab 2

MUS-1131 Hocking College Singers　　1 Credit

This course is open to all students interested in singing in a college choir. In addition to public performances of standard choral literature, this course includes basic vocal techniques, basic music theory, improvement of sight reading, musicianship skills, music fundamentals, and music history and appreciation as it relates to choral literature. Prerequisite training is not necessary, but encouraged.
Lab 2

MUS-1132 Music Private Lesson-Guitar I　　1 Credit

Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class 0 Lab 1

MUS-1134 Hocking College Band　　1 Credit

Band meets during marching season to develop shows to be performed during all athletic and special events. During concert season, band meets to prepare music for spring concerts, graduation and special events.
Lab 2

MUS-1137 Foundations of Music Theory　　3 Credits

This course is designed to provide students an understanding of the fundamentals of music theory as it relates to notation, performance, and songwriting. Students will learn musical concepts in a classroom setting as well as a lab setting, providing the opportunity for exposure to playing the piano and reading musical notation.
Class 3

MUS-1140 WLCI Radio Station　　3 Credits

This course is designed to integrate the student into the practical hands-on operations of WLCI, Hocking College's FCC licensed broadcast radio station. Students have the opportunity to hold staff and/or executive positions. Enrolled students will run all functions asociated with station including programming, underwriting, station promotion and building a fan base through outreach activities including, but not limited to, event, social media and fundraiding. Formal class time will be used as a General Staff Meeting while lab hours will be used to create content and promote the station.
Class 3

MUS-1141 WLCI Radio II　　1 Credit

This course is designed for students who wish to continue their work with WLCI. Students may work on advanced projects and hold titled positions within the station's various branches.
Class 1 Lab 1

MUS-1145 Music Industry Fundamentals　　3 Credits

Using the college's music business resources, students will learn the main aspects of the music industry, including artist, songwriter, publisher, record label, and manager revenue streams. Upon completion of this course, students are able to identify virtually any music business entity and understand the structural relationships and processes involved in the music industry, as well as the ever-changing landscape of music distribution and consumption. Emphasis will also be placed on the importance and opportunity that music licensing presents, both for the publisher and the writer. After taking this class, students will be able to competently discuss and explain the parameters of music publishing, from both the writer and publisher views, and explain the potential benefits it provides to today's artists.
Class 3

MUS-1146 Music Publishing　　3 Credits

The music publishing course gives music management students an in-depth view of the publishing world from several perspectives (artist, label, publisher, attorney, etc.) Students are introduced to the various concepts and methods of song protection, marketing, licensing and the multiple business mechanisms that can affect the use of their songs and those of their clients. Students are also given the tools and instruction to start their own publishing company, along with a comprehensive knowledge of the laws, regulations, forms and contracts necessary to operate it.
Class 3

MUS-1148 DJ Essential Skills　　1 Credit

Covers a wide variety of topics from mixing to scratching to branding. Provided with in-depth knowledge and training in the latest technologies, tools and techniques used in contemporary DJ performance and production.
Class 1

MUS-1150 Recording & Mixing Concepts　　4 Credits

Upon completion, students are able to utilize Pro Tools and record a typical studio tracking session. Students continue to develop engineering skills and knowledge and apply critical listening skills to affective engineering decisions. Areas of study include; studio protocol, critical listening/ear training as it relates to aesthetic and technical engineering decisions, troubleshooting, musical formats and acoustical issues. Students will establish, a process using editing, plug-ins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will demonstrate critical listening and communication skills to critique fellow students work. Professionalism in the studio, backing up of work and client communication will also be stressed.
Class 3 Lab 2

MUS-1152 Music Private Lesson-Piano, Synth,　　1 Credit
Keyboard I

This course provides individualized instruction in piano technique and repertoire focusing on a student's experience, ability and needs.
Class 0 Lab 1

MUS-1162 Music Private Lesson-Voice I　　　**1 Credit**
Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class 0 Lab 1

MUS-1180 Multimedia in The Music Industry　　　**3 Credits**
Using the college's music business, recording, and radio resources, students will learn the new and emerging multimedia technologies shaping the entertainment world (email, cloudservices, photography, graphic design, web design, video production, streaming, social networking, blogging, etc.). Upon completion of this course, students will be able to understand and employ a variety of media in emergent technologies.
Class 3

MUS 1192 Electric Ensemble　　　**1 Credit**
This course is designed to provide a performance venue for students with the direct supervision of faculty. Members attend weekly rehearsals, plus performances and extra rehearsals as needed. Active student leadership is strongly encouraged. The course is available by audition only.
Class 1

MUS-1195 20th Century Music & Contemporary Genres　　　**3 Credits**
20th Century Music and Genres introduces the student to the modern music industry structure and its major players by revealing the origin of the music business. It helps the student to recognize the cyclic nature of consumer technology and its impacts. Along with origin and nature of the music business, the student will be introduced to new technologies for their viability. Finally, a strong survey of modern and historic musical genres is given that will include the following American music forms: Folk, Country, Blues, Rock, Jazz, Broadway, Film, and Classical.
Class 3

MUS-1200 Production Maintenance　　　**3 Credits**
Through lecture and hands-on labs, this course introduces the student to many of the technical aspects of audio and video production, including basic electricity and electronics, Ohm's Law, equipment troubleshooting and maintenance and audio/video cable and connector fabrication and repair. Also covered will be the use of digital multimeters, oscilloscopes, frequency counters, function generators and power supplies. Upon completion, the student will be able to use common audio and video test equipment to troubleshoot and repair common problems in audio and video cables and equipment as well as fabricate, from scratch, all common audio and video cables.
Class 3 Lab 1

MUS-2114 Creative Mixing & Sequencing I　　　**3 Credits**
Upon completion, students will establish, a process using editing, plug-ins and automation, to record and mix multi-track music projects to stereo including time based effects, equalization and compression. Students will demonstrate critical listening and communication skills to critique fellow students work. Professionalism in the studio, backing up of work and client communication will also be stressed. Students will be exposed to advanced techniques within software and MIDI using applications such as iTunes, Reason, Waveburner, Roxio Toast, and ProTools. Students will learn how to effectively combine their preexisting knowledge of music theory and composition into the digital realm and bring musical ideas to a tangible composition/arrangement through audio/MIDI recording and editing and programming. Students will also be given tasks where a resolution to a problem is required within a competitive deadline.
Class 3

MUS-2118 Booking I-Booking Agencies　　　**3 Credits**
The touring industry also employs thousands of professionals in every support role imaginable. Concert revenue has become a vital avenue for artists to connect with fans and to create sources of revenue. This course provides you with an overview of booking, touring, and concert promotion industry. Simultaneously, this course's emphasis is to provide a "hands on" component to touring and concert promotion. This class will act as the promoter and booking agent for act(s) signed to Can't Live Without Records. During this term you will research existing live performance venues, build a venue database, contact venues to book shows, negotiate terms for personal appearances, building label awareness, build the band's fanbase, create several promotional tools, advance the shows and submit reports of your work.
Class 3

MUS-2122 Music Private Lesson-Bass II　　　**1 Credit**
Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. AS well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class 0 Lab 1

MUS-2132 Music Private Lesson-Guitar II　　　**1 Credit**
Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class 0 Lab 1

MUS-2148 DJ Advanced Techniques　　　**1 Credit**
Covers a wide variety of topics from mixing to scratching to branding. Provided with in-depth knowledge and training in the latest technologies, tools and techniques used in contemporary DJ performance and production.
Class 1

MUS-2152 Music Private Lesson-Piano, Synth,   **1 Credit**
Keyboard II
This course provides individualized instruction in piano technique and repertoire focusing on a student's experience, ability and needs.
Class 0 Lab 1

MUS-2162 Music Private Lesson-Voice II   **1 Credit**
Private lessons will focus on the fundamentals of playing your chosen instrument and proper practice technique with an emphasis on what is useful to you as a performer, according to your current level of ability. As well, private instructor students will be given exposure to different styles and techniques of performance with your instrument.
Class 0 Lab 1

MUS-2202 Live Sound Production   **3 Credits**
This course will familiarize students with a variety of sound reinforcement systems. Students will have the ability to professionally and safely prepare, set up and operate these systems. Topics covered also include the knowledge and understanding of the science of live sound, communication with performers and the art of listening. Students will use a PA system to provide sound reinforcement for several scheduled events.
Class 2 Lab 2

MUS-2205 Virtual Instruments I   **1 Credit**
Using the College's digital multi-track recording studio, students will take an in-depth approach to advanced skills and techniques used in today's modern recording environment.
Class 0 Lab 2

MUS-2206 Music Marketing   **3 Credits**
Using the college's music lab and business resources, students will learn the fundamentals of distributing and marketing music product, as well as the function of branding artists in today's music market. Students will learn both new and traditional methods of marketing music products and will cover subjects such as marketing plans, record promotion, physical and digital distribution, streaming licenses, online and traditional retail, as well as products and licensing opportunities. Upon completion of this course, students will be able to successfully distribute and market their music products through a variety of distribution channels. Attention will also be given to the structure and functions of both major and independent record labels, as well as self-releasing opportunities. Concepts and functions covered will included: A&R, Contracts, Business Infrastructure, Manufacturing, Promotion, and Creative Marketing. Students will also be able to grasp the necessary steps and procedures involved in starting a grassroots label, or operating as a self-employed artist, in their regional market.
Class 3

MUS-2209 Virtual Instruments II   **1 Credit**
Using the College's digital multi-track recording studio, students will take an in-depth approach to advanced skills and techniques used in today's modern recording environment.
Class 0 Lab 2

MUS-2213 Audio Production Synthesis I   **3 Credits**
Students utilize prerequisite knowledge gained at Hocking College to refine production skills including: writing, producing, recording, editing and mixing audio material.
Class 3

MUS-2214 Creative Mixing & Sequencing II   **3 Credits**
Upon completion, students will establish, a process using editing, plug-ins, and automation, to record and mix multi-track music projects to stereo including time-based effects, equalization, and compression. Students will demonstrate critical listening and communication skills to critique fellow students' work. Professionalism in the studio, backing up of work and client communication will also be stressed. Students will be exposed to advanced techniques within software and MIDI using applications. Students will learn how to effectively combine their preexisting knowledge of music theory and composition into the digital realm and bring musical ideas to a tangible composition/arrangement through audio/MIDI recording and editing and programming.
Class 3

MUS-2218 Booking II-Event Promotion   **3 Credits**
This course offers participants " hands-on" experience in concert and event promotion through the professional talent buyer's perspective. Participants will liaise with industry professionals to coordinate (plan, budget execute) and promote events using industry-standard tools and contracts in various regional venues. This course also gives students a service-learning component working with professionals in regional communities.
Class 3

MUS-2223 Audio Production Synthesis II   **3 Credits**
Students utilize prerequisite knowledge gained at Hocking College to refine production skills including writing, producing, recording, editing, and mixing audio material. Each student records, mixes, and masters an EP in this course.
Class 3

MUS-2228 Music Business Synthesis I   **3 Credits**
This is the final individual component of all music business students, that will be the Management/Business component of the Final Group Capstone Project in MUS 2150.
Class 3

MUS-2229 Music Business Synthesis II   **3 Credits**
This course offers a continuation of hands-on experience creating artist development strategies, and giving hands' on experience building digital promotional content and programming for professional touring artists and their professional teams. This is the final individual component of all music business students and involves work in the studios, labs, and in the field.
Class 3

MUS-2296 Industry Internship Experience (SL)   **2 Credits**
Under the guidance of an assigned Staff Adviser, students will be expected to complete a minimum of 100 hours of a supervised internship work experience. This work experience is to be a music industry employment opportunity that is closely aligned to the student's field of study. In order to complete their requirements, students will chronicle their experience through an online journal and final evaluation paper, and will be expected to submit a log of their hours and an evaluation from their employer.
Class 2

MUS-2650 Music Capstone   **4 Credits**

Normally, the label's sole function is to create and sell records. As an education institution Can't Live Without Records will feature and promote artists based on creative commons licensure. Meaning, we will give our product away freely. The team will, at different times, act as A&R, publicity, marketing and promotion while also performing administrative duties. Working professionally as a team, you will fill out a team contract, create a timeline and divide the work accordingly. Some items will probably work better if just one person works on it. Other items will work better if both members contribute. Additionally, some action items demand top priority.

Class 3 Lab 2

Natural Resources Law Enforcement

NRLW-1001 Handgun Safety & Proficienc   **2 Credits**

Fourty hours instruction including classroom and range. The purpose is to train the student to the skill level of proficiency. Requires firing of rounds until proficiency can be demonstrated by the student.

Class 1 Lab 2

NRLW-1100 Introduction to NR Law Enforcement   **1 Credit**

An overview of the Natural Resources emergency services field. Addresses agency identities and roles. Differentiates between Ranger and Police. Examines unique issues in field such as ARPA, environmental crimes, game law enforcement, and generalist/multiple role of rangers.

Class 0 Lab 2

NRLW-1101 NR Law Fitness   **1 Credit**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

Class 0 Lab 2

NRLW-1102 NR Law Fitness   **1 Credit**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

Class 0 Lab 2

NRLW-1103 NR Criminal Law   **3 Credits**

Explores constitutional Law, Laws of Arrest, Search and Seizure and the Ohio Revised code. Examines the protection and stewardship of natural and cultural resources.

Class 2 Lab 2

NRLW-1107 NR Information Technology &   **3 Credits**
Equipment Operation

Overview of technology in the field such as computer-based reporting: GIS/GPS; advanced radio and data systems; videography; digital photography; environmental and criminal surveillance equipment and data management systems.

Class 2 Lab 2

NRLW-2101 NR Law Fitness   **1 Credit**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

Class 0 Lab 2

NRLW-2102 NR Law Fitness   **1 Credit**

Various physical fitness activities and assessments are explained and practiced. Current law enforcement agency certifications across the country require students to pass a physical fitness component for employment and the course is designed to meet and exceed these requirements.

Class 0 Lab 2

NRLW-2209 NR Administration & Management   **2 Credits**

Administrative component of resource management from campground management to monitoring subcontractors and for-fee users.

Class 2

NRLW-2210 Forensic Science-Collection &   **3 Credits**
Preservation (Capstone/SL)

Study of physical evidence used to prosecute modern cases including ballitics, tool marks, hairs and fibers, body fluids, DNA, tire impressions, teeth marks, fingerprints and more.

Class 2 Lab 2

NRLW-2212 Law Enforcement Management &   **3 Credits**
Operations

Policy and procedure from natural resources law enforcement agencies. The legal process for good policy and procedure development, scheduling of manpower and prioritizing.

Class 2 Lab 2

Natural Resources Management

NRM-1110 Chain Saw Operations & Maintenance   **1 Credit**

Introduction to chainsaw useage using the Soren Eriksson method. It provides an overview of chain saw safety, basic tree felling, saw maintenance, chain sharpening techniques commonly used in the field of Natural Resources.

Class 0 Lab 2

NRM-1111 Natural Resources Equipment   **1 Credit**

Introduction to the powered equipment commonly used in the field of Natural Resources. Includes tractors and their implements, ATVs', trailers and other associated equipment. The course focuses on safety, operation and maintenance.

Class 0 Lab 2

NRM-1113 Watercraft Operation & Maintenance   **1 Credit**

Boating safely, legally and competently on inland waters in small craft such as canoe and outboard motorboat, use of trailers and use of associated safety gear.

Class 0 Lab 2

NRM-2297 Technology Assistant-Natural Resources   2 Credits

Technology/instructor assistance with classroom or and lab preparations (before, during, and following), special projects, marketing, and field trips.

Class 1 Lab 7

NRM-2600 Natural Resources Practicum   1 Credit

A directed practicum in a natural resources field, in order to provide students an avenue to apply previously learned concepts and practices in a work situation. It allows the student on-the-job training and familiarity with the cooperating agency and its operations and use of effective tools by way of online hours. MEETS OHIO BOARD OF REGENTS REQUIREMENTS FOR PRACTICUM HOURS.

Class 0 Lab 1

Network Systems

NET-1111 Cisco I - Introduction to Networks   4 Credits

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundatation for the curriculum.

Class 2 Lab 4

NET-1112 Cisco II - Routing & Switching Essent   4 Credits

Describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will be ablt to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks.

Class 2 Lab 4

NET-1120 Computer Hardware & Operating Systems   3 Credits

This course examines the basic commands and features of personal computer (PC) operating systems. Students learn to install, setup, configure and troubleshoot DOS, Windows and Linux operating systems. Students also examine the architecture of mainframe and PCs, including hardware components of a PC and how they interact. Installing, configuring, and troubleshooting PC hardware and software are covered.

Class 1 Lab 4

NET-2220 Server Management   3 Credits

In this course, the student learns post-installation and day-to-day administration tasks in a Windows based network. Exercises include installing and configuring a network server operating system, web, ftp and database servers, creating a domain tree and implementing group and security policies, managing users and computer into orgaizational usits, integrating internal networks with the Internet, as well as exploring and evaluating current networking technologies.

Class 1 Lab 4

NET-2650 Network Systems Security (Capstone)   3 Credits

In this course, the student learns security concepts and issues including laws and ethics, security policies, risk analysis, vulnerabilities, intrusion methodologies, security auditing and assessment, intrusion detection, incident response procedures, cryptography, and firewalls. Students gain hands-on experience from exercises on both the Linux and Microsoft Windows platforms.

Class 2 Lab 2

Nursing

NT-1000 PN Introduction to Holistic Care   6 Credits

The focus of this course in the theory, lab and clinical setting will be the attainment of the knowledge, skills and attitudes foundational to the practice of caring, client assessment and competent nursing as a practical nurse.

Class 3 Lab 3 Clinical 6

NT-1010 PN Care Across Lifespan   7 Credits

The theory, lab, and clinical components of this course provide an introduction to the principles and practice of practical nursing fundamentals, basic nursing techniques, and patient assessment across the lifespan.

Class 3 Lab 3 Clinical 9

NT-1014 PN Intro Pharmacology   2 Credits

This course emphasizes the nursing process related to medication administration for the practical nurse. The study of pharmacokinetics will be incorporated as well as the relationship of drug administration to concepts of health and body system alterations.

Class 2

NT-1020 PN Care of Diverse Clients   7 Credits

The course focuses on common health alterations of adult clients. Using the nursing process as a framework, course content includes modules on a variety of medical-surgical conditions. The clinical rotations occur primarily in the adult acute care medical-surgical setting.

Class 3 Lab 3 Clinical 9

NT-1030 PN Legal/Transition   1 Credit

This course focuses on concepts related to interpersonal skills and attitudinal elements essential to nursing practice. Students will investigate the legal aspects of nursing and the legal and ethical issue of child abuse. Preparing the student for the transition into the world of nursing will be emphasized.

Class 1

NT-1031 PN Child Health   1 Credit

This course will focus on providing developmentally appropriate, family-centered care to children and their families within the scope of practice of the practical nurse. Emphasis will be placed on characteristics of the well child and common pediatric health alterations.

Class 1

Course Descriptions

NT-1034 PN Drug Classification   **2 Credits**
This course focuses on selected drug classifications. Emphasis is placed on patient care implications of drugs, incorporating information required by a practical nurse for the proper assessment, care, evaluation and education of the patient.
Class 2

NT-1035 PN IV Therapy   **1 Credit**
An introductory course that includes theoretical and clinical knowledge related to the role, accountability, and responsibility of the Practical Nurse in IV Therapy. This course combines both online and skills lab learning activities.
Class 0 Lab 3

NT-1050 Concepts of Nursing Care   **10 Credits**
This course recognizes advanced standing of a licensed practical nurse in the areas of planning and delivering basic nursing care. Current unrestricted LPN license and successful completion of the PN2RN courses are required.
Class 10

NT-1060 Concepts of Nursing Science   **10 Credits**
This course recognizes advanced standing of a licensed practical nurse in the areas of understanding structure and function of the body, the basic developmental, biological, psychological, and socio-cultural differences in clients, and the safe administration of medications. Current unrestricted LPN license and successful completion of the PN2RN courses are required.
Class 10

NT-1110 RN Basics Gero/Adult Health I   **8 Credits**
The focus of this course in the theory, lab, and clinical setting will be the attainment of the knowledge, skills and attitudes that promote safe and effective basic nursing care of adult and geriatric clients. The majority of clinical experience will be set in Extended Care Facilities.
Class 3 Lab 3 Clinical 12

NT-1112 RN Holistic Care   **2 Credits**
Content underlines caring relational skills. Utilizing the nursing process, the holistic dimensions of care are applied in caring for people with challenging care situations across the lifespan and care continuum.
Class 2

NT-1114 RN Beginning Pharmacology   **2 Credits**
This course focuses on the Registered Nurse's responsibilities when administering medication from selected classifications. Emphasis is placed on patient care implications of drugs, incorporating information required by the nurse for the proper assessment, care, evaluation and education of the patient.
Class 2

NT-1120 RN Adult Hlth II/Maternal NB   **8 Credits**
This course is a combination if : Adult Health and Maternal Newborn. The theory, lab and clinical components promote safe and effective nursing care to childbearing families and adults with common health alternatives.
Class 3 Lab 3 Clinical 12

NT-1121 RN Ethical/Legal Issues   **1 Credit**
Students will explore legal and ethical issues in nursing. This course focuses on the implementation of the RN role in ways that reflect integrity, responsibility, and a commitment to caring and advocacy for diverse patients within a variety of settings.
Class 1

NT-1140 PN2RN Adult Health   **3 Credits**
This course combines both online and classroom learning activities. It is designed to expand the student's knowledge of adult health nursing. Emphasis is placed on the nursing process in planning and caring for adults with common health problems. This course includes supervised activities in the nursing lab.
Class 2 Lab 2

NT-1141 PN2RN A&P/Micro/Patho   **2 Credits**
This course combines both online and classroom learning activities. The course is designed to expand the student's knowledge of anatomy and normal physiology. Content also explores recurring pathological changes in body structure and function leading to alterations in health. The microbiology content focuses on the study of common Organisms causing diseases including nosocomial infections and precautions needed to avoid such infections. Correlation to the clinical setting is made with expected human responses, signs, symptons and laboratory data.
Class 2

NT-1142 PN2RN Holistic Care & RN Transition   **2 Credits**
This course combines online and classroom learning activities. Content focuses on caring relational skills in providing holistic care to people with challenging care situations across the lifespan and care continuum. Implementation of the RN scope of practice and nursing process is explored.
Class 2

NT-1144 PN2RN Pharmacology   **2 Credits**
This course combines both online and classroom learning activities. This course focuses on the registered nurse's responsibility related to medication administration for selected drug classifications.
Class 2

NT-1147 PN2RN Maternal Newborn   **1 Credit**
This course combines both online and classroom learning activities. It is designed to expand the student's knowledge of maternal/newborn nursing.   Use of the nursing process in the delivery of holistic health care in this setting is emphasized.
Class 1

NT-1200 Micro/Patho   **2 Credits**
This course combines both online and classroom learning activities. The content explores recurring pathological changes in body structure and function leading to alterations in health. Correlation with the clinical setting is made with expected human responses, signs, symptoms, and laboratory data. The microbiology content focuses on the study of common disease-causing organisms and their effect on body tissue structure and function. The causes, effects and prevention of health care associated infections and explored.
Class 2

NT-2010 RN Adult Health III/Mental Health (SL)   **8 Credits**

RN Adult Health III Module, in the theory, lab, and clinical setting, will build on NT 1120. Hospital acute care settings are utilized for clinical rotations. Mental Health Module focuses on the concepts and skills needed with clients experiencing mental health alterations. Clinical rotation is in mental health treatment settings.

Class 3 Lab 3 Clinical 12

NT-2014 RN Applied Pharmacology   **1 Credit**

This course focuses on the RN's role in the provision of safe, effective client care as it applies to pharmacological therapy. Applied clinical reasoning skills are emphasized, using information to mitigate error and support decision making.

Class 1

NT-2015 RN Child Health   **1 Credit**

This course includes developmentally appropriate, family centered care of children from infancy through adolescence. Promotion of healthy growth and development as well as care of children with a variety of pediatric health alterations will be discussed.

Class 1

NT-2020 Nursing Care of Patients W/Complex   **9 Credits**
Health Alterations (PR)

This course focuses on the implementation of the RN role to reflect a commitment to evidence-based practice, caring, and advocacy and integrating knowledge, skills, and attitudes to promote safe, effective nursing care for diverse and complex patients.

Class 4 Clinical 15

NT-2024 Leadership in Nursing (CP)   **2 Credits**

This course is designed to prepare the student for the transition into the world of nursing utilizing concepts of leadership and management of care (including prioritization, delegation, and clinical decision making). Job search techniques are covered. This course combines both online and classroom learning activities.

Class 2

Office Administration

OAT-1114 Electronic Communications   **3 Credits**

This course examines the use of email systems, communication protocols, Google applications, maintenance of websites, and electronic document sharing.

Class 3

Parks & Museum Education

PM-1100 Introduction to Interpretation   **2 Credits**

An orientation to the field of interpretation with field trips to interpretive facilities to observe professional interpreters.

Class 0 Lab 4

PM-1118 Environmental Education Techniques   **3 Credits**

Development of skills related to hands on approach of teaching in the outdoors and about the natural world. Coursework includes certification in Project WILD, Project WET, and Project Learning Tree. Students will investigate existing curriculum resources, as well as creative development of individual techniques related to various content areas. Emphasis is place on relating programming to existing public school proficiencies and grade-specific outcomes. Introduction to effective recreational programming to be incorporated, including team-building initiatives. Practical application to be implemented at local schools and events.

Class 2 Lab 2

PM-1121 Interpretive Guide Techniques   **3 Credits**

Principles and practices to prepare and condust guided visitor activities including guided walks and illustrated programs. Application for the National Association for the Interpretation Certified Interpretive Guide credentials.

Class 2 Lab 2

PM-2109 Night Interpretation   **1 Credit**

Techniques of planning and presenting night programs for a variety of audiences and settings.

Class 0 Lab 2

PM-2215 Historical Interpretation   **2 Credits**

Introduction to research and program development related to cultural and historical interpretation. Focus on practical and pre-industrial historical skills and local history content.

Class 0 Lab 4

PM-2230 Interpretive Facilites & Displays   **3 Credits**

Complete site inventory indentifying individual interpretive site needs. Self-guiding interpretive activities. Design and layout of self-guiding systems as well as support media.

Class 2 Lab 2

PM-2250 Exhibition Planning & Design   **3 Credits**

This course explores the planning and design phases of exhibition development in museums and nature centers with emphasis on interpretive design. Class time will include lectures, discussions, media presentations and group work related to exhibit design and implementation. This course provides and overview of exhibition design and production practices through hands-on experiences in a collaborative project-based environment.

Class 2 Lab 2

PM-2650 Interpretation Capstone (SL)   **3 Credits**

Practical, hands on experience in nature center and museum operations planning and delivering of audiences.

Class 2 Lab 2

Physical Education

PED-1401 Beginning Swimming   **1 Credit**

Creates a sound foundation for aquatic and safety skills. Learn fundamental aquatic locomotion, floating, proper breathing techniques, and what to do in an aquatic emergency.

Class 0 Lab 2

Physics

PHYS-1201 Physics - Motion   **4 Credits**

Covers the study of forces, Newton's laws of force and motion; harmonic motion; work, energy and power; basic machines; properties of gases, liquids and solids.

Class 3 Lab 2

PHYS-1202 Physics - Heat, Light & Sound   **4 Credits**

Heat transfer, energy transformation, heat engines, air conditioning, wave motion and vibration, sound and hearing, light wave motion, mirrors and lenses, reflections, refraction, absorption and dispersion of light, diffraction and interference and optical instruments.

Class 3 Lab 2

Pneumatic & Hydraulic Systems

EGR-2010 Introduction to Pneumatic & Hydraulic Systems   **3 Credits**

The course introduces the fundamental concepts and the working principle of the main hydraulic and pneumatic components. Complete hydraulic and pneumatic systems are studied including power sources, pump, compressors, lines, valve and actuators. Students will learn troubleshooting strategy, preventative maintenance and safety.

Class 2 Lab 2

Police Science

PSCI-2255 Peace Officer Basic Academ   **18 Credits**

Provides basic police training based on Student Performance Objectives (SPOs) as outlined by the Ohio Peace Officer Training Council. Upon successful completion the student is eligible to take the Ohio Peace Officer certification exam.

Class 25 Lab 15

Psychology

PSYC-1101 General Psychology   **3 Credits**

This course serves as a comprehensive and in-depth study of the theories and applications of psychology. The course consists of an overview of topics in the areas of both clinical and experimental psychology including memory, personality, consciousness, physiological bases of behavior, sensation and perception, motivation and emotion, human development, learning, abnormal behaviors and social processes.

Class 3

PSYC-1115 Educational Psychology   **3 Credits**

The applications of psychological theories, models and principles to education settings. Major topics include an overview of education; cognitive, language, social and affective development; cognitive, behavioral, humanistic, and social learning models of learning; thinking and remembering; theories of motivation; intelligence and creativity; individual differences and their affect (culture, gender, social class, ethnicity, etc); effective instructional strategies and classroom management; assessment of student learning.

Class 3

PSYC-1120 Organizational Behavior   **3 Credits**

Students will study human behavior in the workplace. In addition, students will study, experience, and demonstrate individual and group behavior techniques that work in the world of work. Topics include personality influences, motivation, conflict & negotiation, group and team processes, job design and satisfaction, decision making and communication, organizational culture, and diversity, legal and ethical issues in contemporary organizations.

Class 3

PSYC-2151 Developmental Psychology   **3 Credits**

Physical, emotional, social and intellectual development of an individual from conception to death. Emphasizes normal growth and development of the individual with discussion of genetic and environmental factors that can cause developmental abnormalities.

Class 3

PSYC-2152 Abnormal Psychology   **3 Credits**

This course is designed to introduce the student to the scientific study of abnormal behavior through examination of the most prevalent behavioral and emotional problems in the population. The concepts of normality, abnormality, psychopathology, and treatment methods are presented and discussed. The course presents students with an opportunity to understand some of the controversial issues and unresolved problems that psychologists undertake as they attempt to ameliorate psychological suffering in the population.

Class 3

PSYC-2170 Child Development   **3 Credits**

Explores physical, emotional, social, and cognitive development of an individual from conception through childhood. The coursework emphasizes normal growth and development with discussions of biological and environmental factors that influence development.

Class 3

Physical Therapy Assistant

PTA-1100 Introduction to Physical Therapy — 1 Credit
Introduction to health care in the United States, particularly as it relates to physical therapy and the roles of the physical therapist and physical therapist assistant
Class 1

PTA-2201 Fundamentals of Physical Therapy — 5 Credits
Basic patient handling skills including ROM, transfer and gait training. Fit and use of assistive devices, vital signs and pertinent emergency procedures, infection control including handwashing and sterile techniques. Explores the role of the PTA with special patient populations.
Class 3 Lab 4

PTA-2202 Kinesiology — 2 Credits
Introduction to biomechanical principles of human movement with applications to physical therapy data collection and intervention.
Class 1 Lab 2

PTA-2204 Musculoskeletal Problems — 3 Credits
Injury, disease and treatment of the musculoskeletal system across the lifespan emphasizing orthopedic dysfunctions, special tests, treatment interventions and progressions. Focus on pathologies, safety, indications, and contraindications for specific orthopedic conditions based upon stages of tissue healing, type of procedure performed and clinical findings. Includes Success Skills, "Communicates Effectively," "Maintains Professional Skills & Attitudes," "Demonstrates Math Skills," "Demonstrates Human Relations Skills," "Maintains a Code of Ethics" and "Implements Career Appropriate Technology."
Class 2 Lab 2

PTA-2205 Physical Therapy Procedures — 5 Credits
Physiologic and therapeutic effects of physical agents, includes indications/contraindications, application and documentation of above.
Class 3 Lab 4

PTA-2207 PTA Clinical Issues & Role Transition — 1 Credit
Prepare for the transition from student to professional, integration of clinical experience and review for the licensure exam and Jurisprudence exam for the State of Ohio.
Class 1

PTA-2208 PTA Directed Practice I — 2 Credits
Student will practice skills acquired to date in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant. A seminar component addresses the clinical experience and issues in physical therapy.
Class 1 Lab 9.5

PTA-2209 PTA Directed Practice II — 4 Credits
Planned clinical experience. Students apply physical therapy data collection and interventions in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.
Class 1 Lab 15

PTA-2210 Cardiopulmonary Function — 2 Credits
Physiology of exercise, energy metabolism and principles of aerobic conditioning. Includes cardiorespiratory and physiology, cardiac rehabilitation and pulmonary diseases and treatment. Methods of exercise training are reviewed. Pharmacological interventions and actions are included.
Class 1 Lab 2

PTA-2211 Pathophysiology of Disease — 2 Credits
Familiarizes the student with various disease processes, especially those seen in the physical therapy setting. Includes related pharmacology.
Class 2

PTA-2214 Rehabilitation Procedures (SL) — 3 Credits
Neuromuscular physiology, injury, disease and rehabilitation of children and adults. Pertinent pharmacological interventions and implications for therapy actions are addressed.
Class 2 Lab 2

PTA-2215 Principles of Exercise — 2 Credits
Physiologic and therapeutic effects and their application of a various types of exercise. Focus on safety, indications and contraindications. Exercise principles are applied across age and diagnoses lines including pediatric, women's health and geriatric populations.
Class 1 Lab 2

PTA-2650 PTA Directed Practice III (Capstone) — 4 Credits
Planned clinical experience. Students apply physical therapy data collection and interventions in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.
Class 1 Lab 15

Real Estate

RE-1101 Principles & Practices of Real Estate — 3 Credits
This is an introduction to real estate, the economics of the real estate business, and the general practices performed in the listing and selling of real estate. The course offers a basic knowledge of the real estate business by covering the physical, legal, locational, and economic characteristics of real estate, real estate markets, regional and local economic influences on real estate values, evaluation, financing, licensing, and professional ethics. This course meets all state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.
Class 3

RE-1102 Real Estate Law — 3 Credits
Real Estate Law includes all areas of law of common concern to the typical real estate practitioner and investor-consumer. The course addresses areas of the law of agency, law of fixtures, freehold and leasehold, estates, conveyance of real estate, real estate managers, and licensing laws of Ohio, zoning, cooperatives and condominiums. This course meets all state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.
Class 3

RE-1130 Real Estate Finance   **3 Credits**

Real Estate Finance covers four major topics of real estate financing: financing instruments and creative financing techniques; in-depth mortgage payment patterns and concepts, economic characteristics and standards, and financing of single and income-producing properties; sources and availability of mortgage money and credit and the impact of various factors on the mortgage market; and special government activities having an impact on real estate financing. This course meets state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.

Class 3

RE-1140 Real Estate Appraisal   **3 Credits**

Real Estate Appraisal stresses the methodology of appraising the single-family residential property and the theory underlying appraisal techniques. This course covers the three basic techniques of appraising: market comparison, penalized cost of replacement, and income approach (GMRM). This course meets state requirements for licensing. State of Ohio Department of Commerce only accepts course work taken within the last 10 years towards educational requirements to sit for the state real estate licensing exam.

Class 3

Robotics

ROB-1010 Introduction to Industrial Robotics   **3 Credits**

This course is intended for an operator, technician, engineer or programmer who must setup and record programs on a robot. The course covers the Robot Operation outline intermixed with the tasks required to set the specific application, test, run and refine the program and production setup.

Class 2 Lab 2

ROB-1020 Robotics Programming   **3 Credits**

This course covers the basic tasks and procedures required for an operator, technician, engineer, or programmer to setup, teach, test and modify iRvision application on R3iB Robot Controller.

Class 2 Lab 2

ROB-2020 Advanced Robotics Applications   **3 Credits**

This course will provide procedures for creating a HandlingPRO virtual workcell. When completed, the workcell created will contain a FANUC robot with end-of-arm tooling, one or more fixtures for holding a part and a robot TPP Program which moves the part from one fixture to the other.

Class 2 Lab 2

ROB-2600 Advanced Manufacturing Practicum   **2 Credits**

The students will acquire a practicum site in the field of Advanced Manufacturing to develop skills in the field and learn about the working environment. This practicum site could lead to employment or used to support the required need for experience before employment.

Class 1 Lab 7

ROB-2650 Advanced Manufacturing Capstone (SL)   **5 Credits**

This course will give students chance to implement a solution for a real world problem. Students will come up with solutions based on the content they learn from prior courses.

Class 4 Lab 6

Sociology

SOCI-1101 Introduction to Sociology   **3 Credits**

A comprehensive and in-depth study of the theories and applications of Sociology. This course covers the nature of human society, social behaviors and factors affecting their development. Topics include culture, socialization, social organization, groups, institutions, normative and deviant behavior and social stratification.

Class 3

State Tested Nurse Aide

STNA 1000 State Tested Nurse Aide   **4 Credits**

This course follows the Ohio Department of Health State of Ohio Nurse Aide Training and Competency Evaluation Program Standards and Guidelines (NATCEP) and when completed enables the student to sit for the State Tested Nurse Aide test. This course covers providing assigned or delegated tasks, personal care needs of residents, and providing personal care services and activities assigned by a nurse. Students will use equipment in the classroom and nursing skills laboratory and will also provide nursing related services to residency in an Ohio long-term care facility.

Class 2 Lab 1.5

Supervision

SUPR-1117 Hospitality Supervision   **2 Credits**

Effective supervision of employees. Focuses on basic principles such as recruiting, interviewing, discipline, motivation and leadership styles.

Class 2

SUPR-2235 Supervision & Leadership   **3 Credits**

Designed for managers and supervisors who enter at the first line of management and supervision. Introduces the fundamental principles, processes and practices of management and supervision.

Class 3

Tactical Academy

TACT 1100 Adv Police Operations Academy I & II   **12 Credits**

This 30-day academy consists of instructor-level courses including CQB, high threat engagements, executive protection and more.

Class 6 lab 12

TACT 1101 Adv Police Operations Academy I   6 Credits
This 15-day academy is the first half of the Advanced Police Operations Academy and consists of instructor-level courses including CQB, high threat engagements, executive protection and more.
Class 3 Lab 6

TACT 1102 Adv Police Operations Academy II   6 Credits
This 15-day academy is the second half of the Advanced Police Operations Academy and consists of instructor-level courses including CQB, high threat engagements, executive protection and more.
Class 3 Lab 6

Timber Harvesting & Tree Care

THTC-1101 Introduction to Timber Harvest/Tree Care   3 Credits
Introduction to conventional hardwood logging operations and tree care. Safety, work procedures, care and maintenance of equipment, basic climbing gear, ropes, knots.
Class 1 Lab 4

THTC-1102 Timber Harvesting & Tree Care II   3 Credits
Chainsaw Training methods, and general, site specific, forest management and tree felling are parts of this course. Bulldozers, skidders, knuckle-boom loaders and log trucks, tree felling, limbing and bucking are introduced. Climbing skills with emphasis on the efficient movement in trees, rigging and lowering techniques for pruning and tree removal with the use of chainsaws. Selection, use and maintenance of hand tools used in tree surgery and aboriculture. Operation and maintenance of power equipment including chainsaws, chipper trucks, chipper, and stump grinder.
Class 1 Lab 4

Water/Wastewater Management

WWM-1110 Water/Wastewater Health, Safety & Security   2 Credits
Safety and security course covering hazards, process safety management, risk management plans, emergency and security issues. Emergency response plans will be discussed with special consideration of site safety and security vulnerability.
Class 2

WWM-1120 Water/Wastewater Sampling & Analysis   2 Credits
Introduction to water and wastewater sampling and analysis techniques and procedures. Will build the foundational principles regarding scientific laboratory procedures to collect organics, inorganic, metallic and non-metallic water containments.
Class 2

WWM-1130 Stormwater Management   2 Credits
Introduction to the principles, practices and issues regarding erosion and sediment control in the context of municipal stormwater management.
Class 2

WWM-1200 Emerging Issues in Water & Wastewater   2 Credits
Introduces students to issues such as asset management, topics in the news and new technologies.
Class 2

WWM-1250 Math & Chemistry Applications for Operat   2 Credits
Designed to prepare students for the Operator Certification Exam. Covers principles of chemistry, electricity, hydraulics, and math.
Class 2

WWM-1251 Math & Chemistry Applications for Operators   4 Credits
Designed to prepare students for the Operator Certification Exam. Covers principles of chemistry, electricity, hydraulics, and mathematics. Course content will be discussed and applied within the context of water and wastewater treatment.
Class 4

WWM-1270 Water/Wastewater Laws & Regulations   2 Credits
Applicable water and wastewater federal and state environmental laws and regulations. Laws within the regulatory process and historical context. Emphasis on contaminant levels.
Class 2

WWM-1430 Drinking Water Treatment   3 Credits
Encompasses processes, operations, maintenance, treatment techniques, laboratory procedures and administrative procedures. Holistic approach to drinking water treatment.
Class 3

WWM-1440 Wastewater Treatment   3 Credits
Course encompasses processes, operations, maintenance, treatment techniques, laboratory procedures and administrative procedures. Holistic approach to wastewater treatment.
Class 3

WWM-2100 Water Reuse   3 Credits
Introduces the concept of water reuse including its issues, treatment technologies and the application of reclaimed water.
Class 3

WWM-2120 Wastewater Collection   3 Credits
Comprehensive course describing wastewater collection systems. Emphasis will be placed on inspection and collection procedures, pipe cleaning, repair and new construction of pipes, and lift stations.
Class 3

WWM-2150 Industrial Waste Treatment   2 Credits
Comprehensive industrial wastewater treatment course encompassing processes, operations, maintenance and treatment techniques. Emphsasis on holistic approach to industrial waste.
Class 2

WWM-2151 Industrial Waste Treatment   **3 Credits**
Comprehensive industrial wastewater treatment course encompassing processes, operations, maintenance and treatment techniques. Emphasasis on holistic approach to industrial waste treatment.
Class 3

WWM-2180 Water/Wastewater Microorganisms   **3 Credits**
This course allows students to learn to identify bacteria, viruses, protists, protozoa, metazoan, algae and fungus in water and wastewater.
Class 3

WWM-2210 Water Distribution   **3 Credits**
Water distribution systems will be explored including storage facilities, water mains, valves meters, system disinfection, water quality, and system operation and maintenance.
Class 3

WWM-2231 Water Resource Management & Protection   **3 Credits**
Applied drinking water hydrology course underscoring water management and protection. Water quality and inventory management will be discussed as each relate to biophysical, social, and economic issues.
Class 3

WWM-2650 Water/Wastewater Utilities Management (Capstone/SL)   **4 Credits**
A capstone course designed to manage all safety, administrative, and maintenance duties within a utility operation. Students will investigate and remediate scenarios through creative and critical thinking strategies.
Class 4

Website & Application Development

WEB-1101 JavaScript I   **3 Credits**
Introduction to programming with JavaScript. Learn general syntax, variables, data types, loops, conditional statements, functions and accessing objects. Learn about JavaScript prototypal Object Oriented Programing and how it differs from Java's class-based approach.
Class 3

WEB-1102 HTML/CSS I   **3 Credits**
Introduction to the browser DOM. Begin creating a portfolio website. Use CSS3 to style HTML. Introduction to semantic HTML. Discuss Waterfall and Agile workflows, scrums, and Kanban boards. Create and use a Git repository. Learn Git and Git flow.
Class 3

WEB-1103 Java I   **3 Credits**
Introduction to computer programming in Java. Set up a Java development environment for text based interfaces and the virtual machine model. Learn Object Oriented Programing concepts, variables, types, conditionals, loops and general syntax.
Class 3

WEB-1104 Database I   **3 Credits**
Learn to architect a PostgreSQL databases via the command line and via a desktop Application. Create tables, store data with data types. Use expressions, operators, and strings. Normalize database tables. Create a database for a fictional book store.
Class 3

WEB-1121 JavaScript II   **3 Credits**
Use JavaScript in the browser to manipulate the DOM. Use techniques learned to add JavaScript enhancements to the student's portfolio website. Make a public API to allow the general public to control a camera in class.
Class 3

WEB-1122 HTML/CSS II   **3 Credits**
Learn how to use advanced HTML5 tags like video, audio, and canvas. Canvas programming basics. Introduce basic web accessibility techniques. Introduce advanced CSS3 techniques and animations. Begin using SASS to compile CSS. Continue work on the portfolio website.
Class 3

WEB-1123 Java II   **3 Credits**
Learn advanced techniques in Java programing like data structures, recursion. Create and access API's. Read and write streams. Introduction to the Android SDK. Create a basic todo list app. Create and consume REST API's. Create specifications for a REST API using APIARY.com and then implement a REST server to handle CRUD for a fictional book store.
Class 3

WEB-2102 Python II   **3 Credits**
Familiarize the student with general concepts like conditional execution, loops, Python programming language syntax, semantics and the runtime environment as well as with general coding techniques and OOP.
Class 3

WEB-2131 JavaScript III   **3 Credits**
Introduce transpilers to the student's Gulp tasks. Use the Babel transpiler to write ES6 JavaScript. Introduce new ES6 Features. Begin using frameworks Express, Angular 2 and React JS to create Single Page Applications. Use GraphQL to begin talking to databases and Rest API's. Learn JavaScript unit testing techniques.
Class 3

WEB-2132 Incubator I   **4 Credits**
Use all the knowledge gained during the program, form teams and recruit classmates to start a venture. The venture will create a native android app (Java) or web app (HTML / CSS / JavaScript) or hybrid app (React Native) with the eventual goal of releasing the app to the app store or releasing the web app to the public online.
Class 4

WEB-2133 Java III   **3 Credits**
Advanced app development. Learn Java Unit testing techniques.
Class 3

WEB-2142 New Venture Finance Concepts   **3 Credits**
Learn basics for running a small business. Understand how to secure funding for a new startup. Understand financing concepts to help startup ventures secure funding. Cover the various financing options to get venture funded. Learn about valuations, dilution, capital structure, term sheets. Learn how to develop a successful investor pitch.
Class 3

WEB-2144 Database II: The Cloud   **3 Credits**
Learn how to develop mobile and web apps that leverage data, storage, serving, and caching on cloud computing architectures.
Class 3

WEB-2600 Web Development for Non-Profits(SL/PR   **2 Credits**
Students will use all the knowledge they have gained to create or update a website for a local nonprofit or charitable organization pending approval from the College. This class will cover web development from beginning to end, creating automated tasks to compile production code from development sources.
Class 2

WEB-2650 Incubator II (Capstone)   **4 Credits**
Continue the app development from Incubator I. Team mates will have the opportunity to switch teams from Incubator I. Release the app to the public. If they so desire, students will have the opportunity to form an LLC and optionally seek funding.
Class 4

Welding

WELD-1120 Introduction to Welding   **2 Credits**
Principles, calculations and basic concepts of electric arc and gas welding, brazing and soldering.
Class 0 Lab 4

WELD-1121 Introduction to Welding   **3 Credits**
Principles, calculations and basic concepts of electric arc and gas welding, brazing and soldering.
Class 2 Lab 2

WELD-2121 Stick Welding D1.1   **2 Credits**
This class will enable the student to weld structural and plate steel in all positions; prepare the student to qualify for D1.1 certification, and provide the necessary D1.1 certification testing services.
Class 0 Lab 4

WELD-2122 Pipe Welding D1.1   **2 Credits**
This class will enable the student to perform basic pipe welding in various positions using multiple schedule and length pipe, coupons and fittings, and will lead to a D1.1 Pipe or D1.1 ASME equivalent certification.
Class 0 Lab 4

WELD-2123 Metals & Gasses   **2 Credits**
This class will enable the student to recognize and distinguish between different metals, their compatibility, different gases used in various welding processes, current industry techniques, safety and prevention of hazardous conditions.
Class 1 Lab 2

WELD-2124 Advanced Welding Positions   **6 Credits**
This class will enable the student to acquire ASME certifications needed to weld industrial, high pressure pipe and high pressure piping systems.
Class 4 Lab 4

WELD-2600 Welding Practicum   **2 Credits**
Class 1 Lab 7

Wildlife Management

WLM-1056 Wildlife Ecology & Identificatio   **3 Credits**
This course is the first wildlife management class wildlife resources management students take at Hocking College. Lectures cover animal ecology and taxonomy, ecology and management of upland game birds, waterfowl, and mammals.
Class 2 Lab 2

WLM-2104 Wetland Ecology & Management   **1 Credit**
Comprehensive study of ecological development, physical characteristics and values of wetlands in North America. Wetland classification methods.
Class 0 Lab 2

WLM-2115 Wildlife Management   **3 Credits**
Focuses on the theory and techniques of wildlife management, including the discussion of forest, grassland, riparian and wetland ecosystems. Discusses applied wildlife management.
Class 1 Lab 4

WLM-2145 Wildlife Techniques   **3 Credits**
Use of wildlife literature, preparation of technical reports, estimating wildlife population numbers, wildlife radiotelemetry, capture, handling, and marking of wildlife.
Class 2 Lab 2

WLM-2203 Environmental Ethics   **3 Credits**
Introduction to traditional ethical theories and systems, deontology, natural law, virtue ethics, utilitarianism and ethical relativism.
Class 3

WLM-2210 Wildlife & NR Law & Policy   **3 Credits**
Identifies various agencies responsible for the management of wildlife and its habitats. Discusses the role that federal, state, and local agencies have on wildlife populations.
Class 2 Lab 2

Course Descriptions

WLM-2212 Ecology & Management of Grassland Wildlife   2 Credits
Ecology and conservation of indigenous and introduced grassland ecosystems with focus on the tall-grass prairie region. Identification of cool and warm season grasses.
Class 1 Lab 2

WLM-2219 Wildlife Radiotelemetry   1 Credit
Techniques used to instrument and track radio-marked animals and data analysis. Use and evaluation of transmitter types, antenna types, and receiver types. Field labs include monitoring free-ranging, instrumented animals.
Class 0 Lab 2

WLM-2227 Management of Forest Wildlife   1 Credit
Focuses on the theory and techniques of wildlife management, including discussion of forest, grassland, riparian and wetland ecosystems. Discusses applied wildlife management.
Class 0 Lab 2

WLM-2251 Biostatistics for Wildlife Management   3 Credits
Fundamental concepts of experimental design and analysis in traditional and contemporary wildlife managment inquiry. Data sets that highlight both field and laboratory research analysis.
Class 3

WLM-2270 NR Conservation Contractor Seminar   2 Credits
Students will learn to prepare contracts that include project budgets, providing bods for landowners for conservation practices related to farm bill programs. Students will implement conservation practices to the satisfaction of the client and agencies involved.
Class 0 Lab 4

WLM-2272 Ornithology   2 Credits
Study of local birds including migrant and resident. Origin and evolution anatomical characteristics, mating and nesting habits, general behavioral patterns, habitat requirements.
Class 1 Lab 2

WLM-2650 Wildlife Capstone (SL)   4 Credits
Held at the Sauber Center and pathology labs. Hands on labs. Students work in groups of four to collect data. Use of equipment to collect data.
Class 1 Lab 6

Name	Title
Albin, Brooke	Trio Student Support Services Academic Advisor
Alder, William	Program Manager, Automotive Technology/Director, Fleet
Arnold, Carrie	Office Manager, Workforce Development
Arnold, Deborah	Office Manager, Natural Resources
Barrows, Roger	SE Clerk, Pace Lab
Bates, Willie	Football Position Coach
Bennett, Andrew	Technician, Fish Hatchery
Bing, Gordon	Custodian
Bolyard, Lynann	Coordinator, Educational Talent Search
Bookman, Christopher	Enrollment Manager
Bowald, Erin	Director of Academic Support and Disability Services
Bowser, Robert	Student Employment Manager
Boyer, Derek	Office Manager Cannabis Lab
Brooks, Justin	Maintenance
Brunicardi, Timothy "Tim"	Exec.Director of Marketing, Public and Community Relations
Buck, Moriha	Office Manager - Trio
Burch, Teena	Educational Specialist
Campbell, Heather	Office Coordinator, McClenaghan Institute for Hospitality
Canter, Debra	Financial Aid Services Associate
Carter-Brooks, Denise	Grounds and Mowing Manager
Conkel, Joseph	Facilities Supervisor for Electricity
Cox, Kevin	Director, Community Standards, Acct and Outdoor Pursuits
Coy, Kimberle	Student Affairs
Crist, Samantha	Digital Marketing Specialist
Crook, Joshua	Videography and Content Manager
Cunningham, Sheree	Executive Assistant to the President
Daubenmire, Jeffrey "Jeff"	Chief of Staff
Davis, Christopher	Assistant Basketball Coach
Davis, Lori	Custodian
Davis, Myriah	Vice President, Academic Affairs and Workforce Development
Dennis, Elizabeth	Director of Human Resources
Dewey, Samuel	Student Support Assistant
Dexter, Jerry	Maintenance
Diller, Andrew	Police Officer
Doak, Brandon	Dispatcher, HC Police Department
Donovan, Ryan	Communications Officer
Drescher, William	Maintenance
Dunlevy, Charles	Maintenance
Edmondson, Gavin	Enterprise Applications Director
Ellerbrock, Douglas	Facilities Supervisor, Assistant Project Manager
Enterline, Marilu	Assistant to Chief of Staff for Facilities
Estrada, Rodney	SS Academic Advisor/Coordinator & Tutor
Etheridge, Sterry	Football Position Coach

Name	Title
Eubanks, Brittany	Police Officer
Faber, Iva "Ari"	Administrative Assistant to the Foundation
Farley, Jessica	Cook
Fewell, Connor	Educational Specialist
Foster, Taylor	Hall Director
Fritch, Sarah	Enrollment Manager
Fuller, Kyle	Enrollment Manager
Fuller, Mark	Executive Director, Finance/ Treasurer
Gaby, Colton	Communications Officer
Gaines, Eric	Police Officer
Gossman, Linda	Data Entry Specialist
Graves, Karen	Registrar Processing Specialist
Grey, Leanna	Office Manager, Pss/Health and Nursing
Gyure, Deborah "Debbie"	Manager, Payroll
Hagerott, Jacqueline	Vice President, Campus & Community Relations/Ombudsman
Hall, Betsy	Cook 3
Harris, Chauncey	Football Position Coach
Helser, Ronnie "Ron"	Custodian, Perry Campus
Hinkle, Richard "Bryan"	Assistant Director, Trio Talent Search/ School Coordinator
Hoffman, Kenneth	Interim Athletic Director
Hooper, Russell	Accountant, Fiscal Services
Howe, Ward	Director of Financial Planning and Analysis
Huff, Angel	Cook 3
Ingram, Gregory	Facilities Supervisor, Construction
Jackson, Cindy	Custodian
Jones, Jason	Assistant Volleyball Coach
Jones, Josh	Technical Director
Jones, Teri "Missy"	Coordinator, Educational Talent Search
Jones-Largent, Jessica	Assistant Volleyball Coach
Justus, Karl	Football Position Coach
Kelley, Daniel	Dean, School of Natural Resources
Knight, Jean	Admissions Processing Specialist
Lewis, Jodie	Financial Aid Services Associate
Loochtan, Anne	Dean, School of Health and Safety Allied Health
Love, Kensey	Registrar
Lutz, Bryan	Executive Director of Facilities and Skill Trades Chair
Maggard, Robert	Enrollment Navigation Manager
Mash, Anna	Fleet Operations Office Assistant/ Driver
Mathias, Arianna	Head Equine Coach
Matthews, Adolphus "Al"	Director of Player Personnel & Coaches
McDaniel, Sascha	Tutor
McDonald, Anilise	Communications Officer
Meadows, Adeana	Office Coordinator, Arts & Sciences
Merchant, Muriel "Deneene"	Executive Director, Financial Aid
Miley, Ryan	Men's Basketball Headcoach

Administration

Name	Title
Montgomery, Kelly	Manager, Hospitality Purchasing and Sanitation Inspection
Moore, Craig	Assistant Athletic Director
Moore, Krista	Coordinator for Special Programs
Morrison, Amy	Executive Assistant to the Vice Presidents Administrative Services
North, David	Technical Support Specialist
Nowak, Allison	Educational Specialist
Oliver, Isaiah	Hall Director
Perez, Nathaniel	Manager, Student Center and Campus Recreation
Perrigo, Angela	Administrative Officer
Peterson, Abby	User Liaison
Pooler, Wade	Maintenance HVAC - Technician II
Potts, Leeanna	Office Coordinator, Bookstore
Powell, Stephen	Director of Veterans and Military Student Services Center
Ratvasky, Pamela	Curriculum Manager
Remy, Redghi	Football Position Coach
Reynolds, Danita	Director of Career and University Center
Rieder, Ryan	Dean, Arts, Business and Sciences
Rife, Michael	SS Academic Advisor/Coordinator & Tutor
Robinson, Michelle	Director of Special Projects, Workforce Development
Ross, Brittany	Senior Accountant
Russell, Gina	Account Specialist II, Cashiers Records
Russell, Mary	Assistant Director of Financial Aid
Saylors, Hunter	Assistant Archery Coach
Scofield, Lachandra	Assistant Basketball Coach
Silver, Lia	TRIO Advisor/Tutor
Smith, Alyssa	Tutor, Talent Search Professional
Smith, Janet	Area Chef/Food Service Manager
Taylor, Kimberly	Specialist, Payroll
Teramana, Marni	Director, Medical
Terrell, Sean	Dean of Community Outreach and Workforce Development
Tims, Tiffany	Chief of Hocking College Police
Trizinski, Craig	Assistant Archery Coach
Walters, Katherine	Enrollment Manager
Wandling, Lea	Associate Dean, Public Safety Services
Washington, Cassidy	Communications Officer
Watkins, James	Custodian
Watson, Molly	Director, TRIO Programs
Weiler, Robert	Enrollment Manager
Wells, Douglas	Director, Foundation
Whaley, Jody	Facilities Supervisor
Whaley, Loretta	Human Resources Specialist - Benefits
Wiedmer, Samantha	Communications Officer
Wilderman, Doris	Assistant Dean Allied Health & Nursing
Wilson, Steven	CIO
Wolf, Diane	Assistant Registrar-Compliance Officer
Wood, Trinity	Technician, Horse Barn
Woodgeard, Christine	Director, Enrollment Management and Students
Yanity, Jennifer	Director, Food and Beverage
Young, Betty	President, Hocking College

Name	Title
Abdella, Mark	Program Manager, Heavy Equipment
Aljabr, Baqer	Program Manager, Advanced Manufacturing
Alloway, Brian	Faculty, Art, Design, Marketing
Altier, Patricia	Program Manager, STNA
Arnold, Crystal	Faculty, Nursing
Austin, Katie	Assistant Nursing Program Manager
Baker, Lori	Program Manager, Addiction Studies
Barron-Holcomb, Kelly	Program Manager, Water/Waste Water
Bauers, Cynthia	Faculty, Nr Biological Sciences
Best, Richard	Program Manager, Fire Science
Boru, Getachew	Faculty, Nr Biological Sciences
Boyer, Emily	Program Manager, General Education
Cass, Ronald	Faculty, Nr Biological Sciences
Claussen, Fred	Director of Undergrad. Research & Laboratory Sciences
Cline, Lori	Faculty, Medical Assistant
Combs, Alycia	Nursing Instructor 12 Months
Conner, Cynthia	Manager of Canine Therapy and Kennel Operations
Contrisciani, Alfonso "Chef Alfonso"	Executive Director, Culinary and Hospitality Operations
Cornwell, Robert	Program Manager, EMS
Cover, Jade	Program Manager, Health Information Management
Covert, Micah	Program Manager, Business and Entrepreneurship
Cullen, Mark	Program Manager, Massage Therapy
Deardorff, Roger	Commander, POB
Dietz, Susan	Program Manager, Early Childhood
Downs, James	Faculty, Forestry Mgmt
Dunkle, Cindy	Faculty, Nursing
Elliott, Homer	Faculty, Wildlife Management
Ephlin, Kimberly	Program Manager, Medical Lab Technologies and Medical Asst
Evans, Jonathon "Thane"	Cannabis Lab Field Technician
Finnearty, William "Bill"	Faculty, Fitness Management
Flannagan, Sayre	Faculty, Wildlife Management
Fleming, Dianne	Faculty, Math
Fowler, Adam	Program Manager, Construction
Frazier, Sarah	Program Manager, Nursing
Fuller, Jane Ann	Faculty, English
Gaddis, Janelle	Faculty, Biology
Gardner, Elizabeth	CDL Training Manager
Goller, Whitney	Program Manager, Art & Design
Harding, James "Jim"	Program Manager, Forestry
Harp, Richard	Faculty, Police Science
Hatfield, Dale	Faculty, Nr Timber Harvest
Hedin, Eric	Specialist, Fermentation Science; Beer, Wine and Spirits
Hill, Terry	Faculty, Physical Therapy Assistant 12 Month
Hixenbaugh, Kristal	Clinical Placement Manager
Hoffmann, Richard "Grant"	Analytical Cannabis Laboratory Technician
Holdren, Michelle	Nursing Instructor 12 Months
Holtzman, Lynn	Program Manager, Wildlife Management
Johnson, Jennifer	Recreation Management Program Manager
Kessler, Michael "Mike"	Faculty, Nr Timber Harvest
Kneier, Daniel	Farm Manager
Kreps, Scott	Faculty, Ecotourism
Krutsch, Susanna	Program Manager, Hospitality and Culinary
Kuntupis, Constance "Connie"	Dental Hygiene
Lucas, Ashlynn	Program Manager, Criminal Justice
Malfe, Misti	Program Manager, Dental Hygiene Allied Health
Mansky, Cheryl	Faculty, Math
Martin, Curtis	Faculty, Fire and Emerg Srvs
McClung, John	Program Manager, Welding
McConnell, Paul	Faculty, Nr Law Enforcement
Meeks, Otis	Food Truck Manager/Chef and Catering
Mikhail, Awni	Faculty, English
Morgan, Lynne	Faculty, Nursing
Noel, Marsha	Faculty, Nursing
O'Connell, Patrick	Assistant Agriculture and Grounds Manager
Penwell, Tasha	Program Manager, Computer Science
Riley, Mark	Program Manager, Cyber Security
Rizzardi, Mary	Faculty, Adjunct Choir
Sclama, Vincenzo	Faculty, Culinary Arts
Semingson, Touria	Faculty, Baking
Shingler, Crystal "Dawn"	Faculty, Medical Assistant
Siehr, Bethany	Program Manager, Equine Science
Sigetic, Sasha	Program Manager, Agroecology
Simon, Mary	Program Manager, PTA
Smith, Jessica	Office manager Public Safety Services
Straw, Angela	Faculty, Culinary Arts
Swanson, David	Faculty, Wildlife Management
Sylvester, Annette	Nursing Instructor 12 Months
Szostek, Jason	Program Manager, Interpretation
Taylor, Michael	Commander, POB and ODNR
Temple, Kenneth	Program Manager, NR Law Enforcement
Tuuri, Neil	Faculty, Music
Wells, Nancy	Analytical Cannabis Laboratory Chemist
Winland, Scott	Program Manager, Music

Glossary

Academic Advisor – Advisors help students plan their program of study and course selection.

Academic Probation – If a student's grade point average is below 2.0 for two consecutive semesters, he or she is in danger of being dismissed from school. A student on probation should see their academic advisor prior to the time of registration for classes.

Academic Program – Student's academic area of study.

Accreditation – To become accredited, a college, university or particular degree program must meet or exceed certain minimum education competency standards (local, state or national.)

Admission – Fulfilling all entrance requirements so a student may register for classes.

Alumni – Graduates of Hocking College are called alumni.

Articulation Agreements – Colleges and universities agree to identify courses that will transfer and may guarantee junior status to Hocking students. Also, Hocking agrees to give college credit for selected course work taken in high school. Other articulation agreements exist with companies or agencies and may only apply to specific degree programs.

Associate Degree – This degree awarded by Hocking is in a career area or transfer program. Students need to talk to an academic advisor about degree types, such as Associate of Arts (A.A.), Associate of Applied Science (A.A.S.) and Associate of Science (A.S.).

Associate of Individualized Study (A.I.S.) – Those who want to design their own degree program should use the different courses of study in liberal arts or combine the liberal arts with technical areas of study.

Associate of Technical Study (A.T.S.) – Those who have technical degree goals that cannot be met through existing programs may find this a good alternative.

Audit – To take a course without being responsible for homework or tests, students may audit a class. Students will not earn a grade for an audited class, but the course will show on their record as an audit. Auditing students register during late registration and pay the regular tuition.

Bachelor's Degree – Also called a baccalaureate degree, the bachelor's degree is awarded by a four-year institution and usually indicates successful completion of at least a four-year course of study.

Certificate of Completion – This program of study trains students in skills essential to a particular career area, but not at the level required for an associates degree.

Change of Academic Program – To change from one academic program to another, students meet with an academic faculty advisor and complete a form in the Registrar's Office. This change will be indicated on the students' records and will not affect the cumulative grade point average.

Credit Hour – Usually refers to the number of hours per week a student attends class and for which he or she can earn credits toward completion of a course of study. In many cases, the number of hours per week that a class meets determines the number of credit hours the class is "worth."

Curriculum – The total program of courses required for a degree or certificate in the student's academic program.

Dean – This administrator directs an academic school (such as Health & Safety, Natural Resources) at the college.

Dean's List – Students who have a grade point average of 3.5 or above; have no "F" or "I" grades in the term; are carrying 9 or more credit hours; and are in good academic standing are on the "Dean's List" each term.

Degree Audit – A review to determine progress toward the completion of a degree. For those who change academic programs, a separate degree audit is needed. (This is different from "auditing" a course.) Degree audits can be printed from WebAdvisor.

Distance Learning – Students can take courses anytime, any place through video, online and at off-campus sites.

Drop/Add – If students need to add a course or drop a course after registering or want to change sections, they must complete the drop/add process, on a form that is submitted to the Registrar's Office.

Elective – Courses that fulfill the requirements for a degree but are not in the academic program subject area.

Estimated Family Contribution (EFC) – Is a calculated formula established to determine a family's financial strength and what they are able to contribute toward the students' education.

Expunge – Remove a grade from the transcript.

Federal Parent Loan for Undergraduate Students (FPLUS) – A federal direct loan program designed to assist parents with student's educational costs.

Federal Stafford Loan Program (FSLP) – A federal direct loan program designed to assist a student with educational costs.

Federal Supplemental Educational Opportunity Grant (FSEOG) – A federal grant provided to assist a student with exceptional financial need as determined by the EFC.

Federal Work Study Program (FWSP) – Provides opportunities for part-time employment either on or off campus. To determine eligibility, students should stop by the Office of Financial Aid Services.

Financial Aid – Grants, scholarships, loans and federal work-study positions that help in financing college education.

Financial Aid Hold – Occurs when a student fails to complete hours and or fails to meet SAP guidelines.

First Year Student – One who is registered in a specific program and has earned fewer than 31 semester hours of credit, including transfer credit.

Free Application for Federal Student Aid (FAFSA) – The application submitted by a student and parent(s) to the U.S. Department of Education to determine eligibility for federal and state financial aid.

Full-time Student – Is registered for 12 or more credit hours per semester.

General Education Diploma (G.E.D.) – This nationally recognized high school equivalency diploma is awarded for successfully completing the G.E.D. test.

Grade Point Average (G.P.A.) – Students can calculate their G.P.A. by dividing the total number of points assigned to the letter grades earned (for instance, a B = 3 points) by the total number of credit hours completed in a given period.

Hybrid Course – A portion of the course requires face-to-face classroom time, and a portion requires access to online course activities via a computer.

Hold – Those students who owe fees, such as parking or library fines, or have books or equipment that belong to the college, will not be able to register further or get a transcript. This is called putting a "hold" on the students' records.

I.D. Card – Required for all Hocking College students. Bookstore, Cashier's Office, library and student center all require student ID to be presented. Meal plans and residence hall access are also tied to the student's ID card. The first ID card is free of charge, with replacement cards costing $25.

Individualized Degrees – These programs are Associate of Technical Study and Associate of Individualized Study. Students design the program with help of the A.I.S./A.T.S. coordinator.

Judicial Hold – The consequence of failing to comply with judicial sanctions.

Judicial Probation – Occurs as a result of judicial sanctions and must be complied with to remain in good standing.

Moodle – Hocking's Learning Management system where online courses are located.

National Student Loan Database System (NSLDS) – Database for federal student aid where students can find out about the aid received throughout their academic history.

Non-credit – No grades are awarded for certain educational experiences, such as one-day workshops on improving skills.

Part-time Student – Registered for 11 credit hours or less per semester.

PELL – Federally funded grant awarded by the federal government. If eligible, this award adjusts to how many hours the student is enrolled. Enrollment status is full time (12 or more hours), three-quarter time (9-11 hours), half-time (6-8 hours), or less than half (5 hours or less.)

Placement Testing – Those who want to work toward a Hocking degree or certificate take this assessment of skills in English, mathematics and reading to help determine course placement.

Prerequisite – For a particular area of study, students have to complete all courses as preliminary work before they can register for a more advanced course.

Program Outcomes – At the end of the degree program, students need to have acquired specific skills and knowledge called outcomes.

Promissory Note (PN) – The binding legal document the student signs before he or she receives a student loan.

Registration for Classes – Before each semester begins, students have a registration period to sign up for courses and pay fees.

Residency for Fee Purposes – Established by the State of Ohio, these rules determine the amount of tuition and fees a student has to pay based on several factors, including where he or she lives. Changing an address does not automatically change residency.

Residency for Graduation Purposes – Students are required to complete the last 30 hours of credit at Hocking to get a degree. Students in specific Hocking-approved programs must earn a minimum of 15 credits in addition to any special credit and/or transfer credit. See "Graduation Requirements."

Sanctions – Penalties to provide incentives for obedience with the Hocking College Student Code of Conduct.

Satisfactory Academic Progress (SAP) – To be eligible for federal student aid, students must meet Satisfactory Academic Progress (SAP) standards. There are qualitative (grades) and quantitative (credits) measures used to determine SAP. For a complete description of the SAP policy, please visit: **http://www.hocking.edu/documents/ PayForCollege/sapGuidelines.pdf**

Second Year Student – One who is registered in a specific program and has earned at least 31 semester hours of credit, including transfer credit, but not a degree.

Section of a Course – A section is one of a number of classes offering the same course in the same semester. When students register, they must choose both a course and a section for that course.

Self-Service – Hocking's online Registration & Student Records system.

Semester – The academic year at Hocking College is divided into three terms known as Autumn, Spring and Summer Semesters.

Sequence – A series of courses taken in a specific order.

Service Learning – Service Learning is a teaching method that combines community service with academic instruction focusing on critical, reflective thinking and civic responsibility. Service Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility and commitment to the community.

TBA – "To be arranged," indicates that meeting details are still pending with an academic department to complete a course requirement.

Transcript – Prospective colleges, universities and employers may require this official written record of students' course registrations and grades.

Tuition – The dollar amount students pay for academic instruction.

Tutor – Person who provides help with academic work. Free academic assistance is available outside the regular classroom for some Hocking classes. Students should ask their advisor or visit the Academic Success Center for tutoring assistance.

University Center – A program designed to assist students plan their transfer to four-year colleges and universities.

Verification – Process by which the U.S. Department of Education or Hocking College requires the student and parent to submit certain written documents to confirm the information on the FAFSA. The documents may include, but are not limited to, tax forms, household size and untaxed income received.

LEGEND

Railroad Tracks
Bike Path
Bridge
US Route 33
State Route 691
Hocking Parkway
Parking (Faculty & Staff)
Parking (Student)
Parking (Visitor)
Campus Police
Admissions (First Floor)
Hawks Nest Dining (Second Floor)

1 Light Hall (JL)
2 Oakley Hall (OAKL)
3 Student Center (SCTR)
4 Shaw Lab (SHAW)
5 Davidson Hall (DVD)
   Academic Success Center
6 Public Safety Services (PSS)
7 Visual Arts Center (VAC)
8 Natural Resources (NR)
9 Horse Barn (NNR)
10 Horse Barn (NR/NNR)
11 Farrier Sciences
12 Campus Police
13 Hocking Heights

14 Downhour Hall
15 North Hall
16 Burn Tower
17 Campus Greens Office
18 Bookstore
19 Robbins Crossing
21 The Inn at HC (Inn)
   The McClenaghan Center
   for Hospitality Training
22 Nature Center (HVNC)
23 Summit Residence Hall
24 Sycamore Residence Hall
25 Fleet Garage (IEC)
26 Law Enforcement Range (Range)

MAIN CAMPUS MAPS

HOCKING COLLEGE

Fleet Garage

To The Inn

Bike Path

Tennis Courts

Loop Road - One Way

Starbrick Memorial

Shelter House

Hocking Parkway

Hocking River

Hocking River

Columbus & Lancaster

Athens

McClenaghan Training Center

THE INN AT HOCKING COLLEGE

8/15

HOCKING

COLLEGE