



Cincinnati State  
Academic Catalog, 2017-2018

First Edition  
August 2017



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# Cincinnati State Technical and Community College

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## Academic Catalog 2017-2018

The Cincinnati State Catalog for 2017-2018 provides information about the range of educational programs and services we offer our students. Within this catalog, you'll find descriptions and graduation requirements for more than 100 degree and certificate programs, and descriptions of every course offered at Cincinnati State.

You'll also find information about student services, students rights and responsibilities, and other information to help you succeed at Cincinnati State.

Cincinnati State is a great place to be, and we invite you to learn more about what being a student at Cincinnati State will mean for you.

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If you find errors in this catalog, please notify Pamela.Ecker@cincinnatiastate.edu (pamela.ecker@cincinnatiastate.edu).

All statements in this Catalog are announcements of present policy only and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.

Throughout this Catalog, trademark names are used. Rather than placing a trademark symbol after every occurrence of a trademarked name, we used the names in an editorial fashion only, and to the benefit of the trademark owner, with no intention of infringement of the trademark. Where such designations appear in this document, they have been printed with initial capital letters.

Cincinnati State Technical and Community College does not discriminate on the basis of race, age, color, handicap, sexual orientation, national origin, or gender in the admission of students or in any activity conducted by Cincinnati State.

Cincinnati State Technical and Community College is an equal opportunity institution.



# Academic Calendar

All deadlines below apply to full semester classes. Flexibly-scheduled courses (such as 10-week midsemester courses, 7-week courses, and 5-week courses, have different deadlines.

For more information about deadlines, check with the Registrar's Office. Additional information about deadlines also is available in the Calendars (<http://www.cincinnati.state.edu/academic-calendar>) section of the College website.

Please note that all dates are subject to change.

## Fall Semester 2017

March 20	On-Time Priority Registration Begins
March 27	On-Time Open Registration Begins
August 20	On-Time Registration Ends
August 28	First Day of Classes
August 28	Instructor Approval to Add Class Required
September 1	Last Day to Add Classes (Regularly Scheduled, Full Semester)
September 3	Last Day to Drop Classes for 100 % Tuition Refund
September 4	College Closed
September 8	Last Day to Declare an Audit for an Enrolled Class
September 10	Last Day to Drop Classes for 50% Tuition Refund
September 11	First Day to Request a Withdrawal
November 9	College Convocation - No Classes
November 10	College Closed
November 22 - November 26	College Closed
November 27	Last Day to Request a Withdrawal
December 17	Last Day of Classes
December 20	Grades available on web after 12:00 PM (Noon)
December 22 - January 2	College Closed

## Spring Semester 2018

October 23	On-Time Priority Registration Begins
October 30	On-Time Open Registration Begins
December 22 - January 2	College Closed
December 31	On-Time Registration Ends
January 8	First Day of Classes
January 8	Instructor Approval to Add Class Required
January 12	Last Day to Add Classes (Regularly Scheduled, Full Semester)
January 14	Last Day to Drop Classes for 100 % Tuition Refund
January 15	College Closed
January 19	Last Day to Declare an Audit for an Enrolled Class
January 21	Last Day to Drop Classes for 50% Tuition Refund
January 22	First Day to Request a Withdrawal
February 19	College Closed
March 19 - March 25	Spring Break - No Classes

April 9	Last Day to Request a Withdrawal
April 30	Last Day of Classes
May 3	Grades Available on Web After 12:00 PM (Noon)

## Summer Semester 2018

February 5	Courses can be Viewed Online (College Website)
March 12	On-Time Priority Registration Begins
March 19	On-Time Open Registration Begins
April 29	On-Time Registration Ends
May 7	First Day of Classes
May 7	Instructor Approval to Add Class Required
May 11	Last Day to Add Classes (Regularly Scheduled, Full Semester)
May 13	Last Day to Drop Classes for 100 % Tuition Refund
May 18	Last Day to Declare an Audit for an Enrolled Class
May 20	Last Day to Drop Classes for 50% Tuition Refund
May 21	First Day to Request a Withdrawal
May 28	College Closed
July 4	College Closed
July 30	Last Day to Request a Withdrawal
August 20	Last Day of Classes
August 23	Grades Available on Web After 12:00 PM (Noon)

# Academic Divisions and Degree & Certificate Programs

Cincinnati State Technical and Community College has four academic divisions which offer college credit-bearing courses:

- Business Technologies
- Center for Innovative Technologies
- Health and Public Safety
- Humanities and Sciences

The College offers a variety of educational programs that lead to associate's degrees. Full-time students can complete these programs in two years or less; however, many students take longer to complete their degree requirements.

**Technical associate's degree programs** are intended to prepare students for employment immediately after graduation, although the credits earned in these programs also are transferable to four-year colleges and universities.

The technical associate's degrees awarded are:

- Associate of Applied Business (AAB)
- Associate of Applied Science (AAS)
- Associate of Technical Study (ATS)
- Associate of Individualized Study (AIS)

In this catalog the AAB and AAS degree programs, as well as some ATS programs, are described within the academic divisions that offers these programs. General guidelines for the AIS and ATS degrees appear later in this section.

**University-parallel associate's degree programs** (sometimes referred to as "bachelor bound" or "transfer" degrees) are intended to prepare students for immediate transfer to a four-year college or university, by providing the courses required for the first two years of a bachelor's degree. Students who complete these degrees are given preferential consideration for admission to a public university in Ohio.

The university-parallel degrees awarded are **Associate of Arts (AA)** and **Associate of Science (AS)**. These associate's degree programs are described within the academic divisions that offer these programs.

In addition to associate's degree programs, the College offers many certificate programs that prepare students for specific occupational situations. These certificate programs usually can be completed in less time than is required to complete an associate's degree. Certificate programs are described within the academic divisions that offer these programs.

The College also offers courses and services to assist students who may need additional preparation or support in order to be successful in achieving their academic goals.

Some college credit-bearing courses and certificates are offered by the College's Workforce Development Center. These programs are

described within the Workforce Development Center (p. 344) section of this catalog.

## Business Technologies Division

Division Phone Number: (513) 569-1620

Cincinnati State's Business Technologies Division provides specialized business education by offering several programs that lead to an Associate of Applied Business degree, as well as programs leading to an Associate of Arts in Pre-Business Administration, an Associate of Applied Science in Dietetic Technology, an Associate of Science in Pre-Nutrition Science, and a variety of certificate programs.

Organized job experience through cooperative education work assignments with leading business firms is a key component of the learning program. Business coursework, along with job-related activities during co-op terms, provide students with business skills and business experience.

Credits earned in the degree programs are transferable. Cincinnati State has established articulation agreements with the University of Cincinnati, Bowling Green State University, Franklin University, Miami University (pending), Mount St. Joseph University, Northern Kentucky University, Rochester Institute of Technology, Thomas More College, Union Institute and University, Wilmington College, Wright State University, and Xavier University.

## Entrance Competencies

In order to ensure a high degree of success in academic studies in Business Technologies, entering students must meet established academic levels in mathematics, communication skills, and reading comprehension. To aid in determining these levels, entering students are required to take the college placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, an advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

## Cooperative Education

Cincinnati State's Cooperative Education program (Co-op) is a pathway to career success. Cooperative Education allows students to apply concepts learned in the classroom through paid positions with varied employers, while also earning academic credit. A successful co-op experience greatly increases a student's competitive advantage in the business community after graduation. All degree-seeking students in the Business Technologies Division (except in the Dietetic Technician, Dietary Manager, and Pre-Nutrition Science programs) must earn credits in cooperative education in order to graduate.

Students complete two prerequisite courses, a First Year Experience (FYE) course and the Professional Practices course BUS 190, to prepare for their Cooperative Education experience. The FYE course prepares students for success in college. The Professional Practices course focuses on fundamental skills for gaining employment, resume writing, interviewing, professional etiquette, and business ethics. As the final step in completing the Cooperative Education program prior to graduation, and to build a foundation for lifetime good citizenship, students also complete 20 hours of documented volunteer community service.

Co-op employers are partners in education and play a vital role in student development. Students work directly with their Cooperative Education Coordinator in a structured, managed, and evaluated program to help realize their personal career goals.

For co-op eligibility requirements, registration policies, program options, and other issues related to the cooperative education program, please refer to the Cooperative Education Program (<http://catalog.cincinnati.edu/academicpoliciesandprocedures/cooperativeeducationprogrampolicies>) section of the Catalog.

## Transfer Module

The Ohio Department of Higher Education developed the Ohio Transfer Module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of communication, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the State of Ohio Policy for Institutional Transfer (p. 162) and the Transfer Module (p. 148) sections of this catalog.

Associate's degree programs in the Business Technologies Division contain in their curricula 15 credit hours of general education courses related to the transfer module. The Pre-Business Administration and Pre-Nutrition Science degrees contain the entire transfer module. Students who wish to complete the transfer module should schedule the additional courses in consultation with their academic advisor. Students who transfer to an Ohio public university for baccalaureate degrees will find that the Cincinnati State Associate of Applied Business degree, and other associate's degrees, combined with a transfer module showing grades of C or higher receives preferential consideration at the receiving institution.

## Accounting Technologies

The Accounting degree program provides students with an understanding of accounting skills and knowledge of business fundamentals. Students learn about all facets of the accounting profession, and enhance their skills through cooperative education work experience.

The Accounting program also offers three certificates:

- The Accounting Certificate is for those who have earned a degree in a different discipline and need accounting courses to prepare for the CPA exam, or those who may need accounting courses for job promotion. This program is best suited for students currently employed in the accounting field.
- The Bookkeeping Certificate prepares individuals for employment as a bookkeeper in a small or medium-sized organization, along with preparation needed to take a national certification exam.
- The Tax Practitioner Certificate prepares individuals to prepare federal, state, and local tax returns as well as tax forms required for trusts, estates, and nonprofit organizations. Students also gain experience by participating in the Volunteer Income Tax Assistant (VITA) program of the Internal Revenue Service.

For more information, please contact the Business Technologies Division at (513) 569-1620.

## Accounting (ACC & ACCTC)

### Accounting (ACC)

The Accounting degree program provides students with an understanding of accounting skills and knowledge of business fundamentals. Students enhance their skills through cooperative education.

Students are exposed to all facets of the accounting profession, including intermediate accounting, tax accounting, cost accounting, computerized accounting, and auditing.

Upon graduation, students will have a variety of employment opportunities in the accounting field. For further advancement, many students elect to continue their education at an area college or university.

### Accounting Certificate (ACCTC)

The Accounting Certificate program at Cincinnati State is for those who have earned a degree in a different discipline and need accounting courses to prepare for the CPA exam, or those who may need accounting courses for job promotion. This program is best suited for students currently employed in the accounting field. The certificate does not include cooperative education.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Accounting (ACC)

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting ( T )	2	2	3
ENG 101	English Composition 1 ( G )	3	0	3
LAW 101	Business Law ( B )	3	0	3
MGT 101	Principles of Management ( B )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
IM 10X	Computer Software Elective ( B )	0	2	1
Semester 2				
ACC 102	Managerial Accounting ( T )	2	2	3
ACC 1XX	Accounting Software Elective ( T )	1	2	2
BUS 190	Professional Practices ( B )	1	0	1
IM 120	Electronic Spreadsheets: Microsoft Excel ( B )	2	3	3

MAT XXX Mathematics Elective (G)		3	0	3
<b>Semester 3</b>				
ACC X9X Cooperative Education Elective 1: Accounting (T)		1	40	2
ENG 10X English Composition Elective (G)		3	0	3
<b>Semester 4</b>				
ACC 135 Financial Statement Analysis (T)		2	0	2
ACC 175 Federal Taxation: Individuals (T)		3	0	3
ACC 201 Intermediate Accounting 1 (T)		4	0	4
ECO 105 Principles of Microeconomics (G)		3	0	3
MKT 101 Principles of Marketing (B)		3	0	3
<b>Semester 5</b>				
ACC 210 Cost Accounting (T)		3	0	3
ACC X9X Cooperative Education Elective 2: Accounting (T)		1	40	2
<b>Semester 6</b>				
ACC 202 Intermediate Accounting 2 (T)		3	0	3
ACC 270 Auditing (T)		4	0	4
ACC XXX Accounting Elective (T)		3	0	3
XXX XXX Arts/ Humanities or Natural/ Physical Science Elective (G)		3	0	3
<b>Total Credits:</b>		<b>57</b>	<b>91</b>	<b>64</b>

## Electives

### First Year Experience Elective

FYE 100 College Survival Skills	1
FYE 105 College Success Strategies	2
FYE 110 Community College Experience	3

### Computer Software Elective

IM 106 Introductory Electronic Word Processing: Microsoft Word	1
IM 107 Introductory Electronic Presentations: Microsoft PowerPoint	1
IM 109 Introductory Database Management: Microsoft Access	1

### Mathematics Elective

MAT 111 Business Mathematics	3
MAT 115 Pre-Statistics	3
MAT 131 Statistics 1	3
MAT 151 College Algebra	4
MAT 215 Business Calculus	6
MAT 251 Calculus 1	5
MAT 252 Calculus 2	5

### Accounting Software Elective (2 credit hours required)

ACC 115 Accounting Software Applications: Sage (Peachtree)	2
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or take the following sequence:

ACC 121 Computerized Bookkeeping: QuickBooks 1 & ACC 122 and Computerized Bookkeeping: QuickBooks 2 *	2
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### Accounting Elective

ACC 130 Payroll Procedures	3
ACC 140 Fund Accounting for Non-profit Organizations	3
ACC 180 Federal Taxation: Business	3
ACC 185 State and Local Taxation	3
ACC 221 Volunteer Income Tax Assistant 1	3
ACC 222 Volunteer Income Tax Assistant 2	3
ACC 230 Professional Ethics for Accountants	3
ACC 240 Bookkeeping Certification Review	4
ACC 250 Advanced Taxation	3

### English Composition Elective

ENG 102 English Composition 2: Contemporary Issues	3
ENG 103 English Composition 2: Writing about Literature	3
ENG 105 English Composition 2: Business Communication	3

### Arts/Humanities or Natural/Physical Science Elective (select one course)

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

or any Transfer Module Course from BIO, CHE, EVS, PSC, PHY

### Cooperative Education Electives (4 credit hours required)

ACC 191 Part-Time Cooperative Education 1: Accounting	1
ACC 192 Part-Time Cooperative Education 2: Accounting	1
ACC 193 Part-Time Cooperative Education 3: Accounting	1
ACC 194 Part-Time Cooperative Education 4: Accounting	1
ACC 291 Full-Time Cooperative Education 1: Accounting	2
ACC 292 Full-Time Cooperative Education 2: Accounting	2

\* These 7-week courses are offered consecutively during the same semester.

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Accounting Certificate (ACCTC)

### Accounting Certificate

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
ACC 175	Federal Taxation: Individuals	3	0	3
Semester 2				
ACC 102	Managerial Accounting	2	2	3
ACC 135	Financial Statement Analysis	2	0	2
ACC 201	Intermediate Accounting 1	4	0	4
ACC 1XX	Accounting Software Elective	2	0	2
Semester 3				
ACC 202	Intermediate Accounting 2	3	0	3
ACC 210	Cost Accounting	3	0	3
ACC 270	Auditing	4	0	4
ACC XXX	Accounting Elective	3	0	3
Total Credits:		28	4	30

### Electives

#### Accounting Software Elective (two credit hours required)

ACC 115	Accounting Software Applications: Sage (Peachtree)	2
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or take the following sequence:

ACC 121	Computerized Bookkeeping: QuickBooks 1 & ACC 122	2
	and Computerized Bookkeeping: QuickBooks 2*	

#### Accounting Elective

ACC 130	Payroll Procedures	3
ACC 140	Fund Accounting for Non-profit Organizations	3
ACC 180	Federal Taxation: Business	3
ACC 221	Volunteer Income Tax Assistant 1	3
ACC 222	Volunteer Income Tax Assistant 2	3
ACC 230	Professional Ethics for Accountants	3
ACC 240	Bookkeeping Certification Review	4
ACC 250	Advanced Taxation	3

\* These 7-week courses are offered consecutively during the same semester.

### Faculty

#### Program Chair

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#### Co-op Coordinator

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## Bookkeeping Certificate (BKC)

### Bookkeeping Certificate (BKC)

The Bookkeeping Certificate at Cincinnati State is for individuals seeking employment as a bookkeeper in a small or medium-sized organization. Graduates of the certificate program are prepared to take the national certification exam offered by the American Institute of Professional Bookkeepers. The certificate program does not include cooperative education.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiatstate.edu/academics/admission>)

### Bookkeeping Certificate

#### First Year

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
IM 111	Computer Applications 1	2	3	3
MAT 111	Business Mathematics	2	2	3
Semester 2				
ACC 121	Computerized Bookkeeping: QuickBooks 1 & ACC 122	0	4	2
	QuickBooks 1 and Computerized Bookkeeping: QuickBooks 2*			
ACC 130	Payroll Procedures	3	0	3
ACC 180	Federal Taxation: Business	3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
Semester 3				
ACC 102	Managerial Accounting	2	2	3
ACC 115	Accounting Software Applications: Sage (Peachtree)	1	2	2
ACC 185	State and Local Taxation	3	0	3
ACC 240	Bookkeeping Certification Review	4	0	4
Total Credits:		24	18	32

\* These 7-week courses are offered consecutively during the same semester.

### Faculty

#### Program Chair

Professor Michele Geers, CPA  
michele.geers@cincinnatiatstate.edu



## Tax Practitioner Certificate (TXPC)

### Tax Practitioner Certificate (TXPC)

The Tax Practitioner Certificate prepares individuals for employment in tax preparation. Students learn to prepare federal, state, and local tax returns as well as forms required for trusts, estates, and nonprofit organizations. Students also gain experience by participating in the Volunteer Income Tax Assistant (VITA) program of the Internal Revenue Service and are prepared to pass the VITA Basic Level certification test. This certificate program does not include cooperative education.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Tax Practitioner Certificate (TXPC)

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
ACC 175	Federal Taxation: Individuals	3	0	3
LAW 101	Business Law	3	0	3
IM 111	Computer Applications 1	2	3	3
Semester 2		Lec	Lab	Credits
ACC 180	Federal Taxation: Business	3	0	3
ACC 185	State and Local Taxation	3	0	3
ACC 221	Volunteer Income Tax Assistant 1	2	2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
Semester 3		Lec	Lab	Credits
ACC 121 & ACC 122	Computerized Bookkeeping: QuickBooks 1 and Computerized Bookkeeping: QuickBooks 2 *	0	4	2
ACC 222	Volunteer Income Tax Assistant 2	1	4	3
ACC 250	Advanced Taxation	3	0	3
Total Credits:		24	18	32

\* These 7-week courses are offered consecutively during the same semester.

## Faculty

### Program Chair

Professor Michele Geers, CPA  
michele.geers@cincinnati.edu

## Automotive Service Management Technologies (ASM & ASTCT)

### Automotive Service Management (ASM)

The Automotive Service Management program includes co-op education at local automotive service companies as well as classroom instruction. These experiences help students develop the knowledge

and technical skills that are essential for success in any avenue of the automotive work force.

Graduates of the program earn an Associate of Applied Business degree, and are prepared to take certification exams offered by the National Institute for Automotive Service Excellence (ASE).

### Automotive Service Technician Certificate (ASTCT)

The Automotive Service Technician Certificate at Cincinnati State prepares students for entry-level jobs in the technical areas of the automotive service field. Hands-on diagnosis and repair of "live" vehicles enhance students' diagnostic skills and build a solid foundation for a successful and rewarding career.

Graduates of the certificate program are prepared to take certification exams offered by the National Institute for Automotive Service Excellence (ASE).

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Automotive Service Management (ASM)

Semester 1		Lec	Lab	Credits
AUTO 100	Introduction to Automotive Technology ( B )	2	3	3
IM 111	Computer Applications 1 ( B )	2	3	3
AUTO 111	Engine Repair ( T )	2	3	3
AUTO 161	Electrical/Electronic Systems 1 ( T )	2	3	3
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2		Lec	Lab	Credits
AUTO 150	Brakes ( T )	2	3	3
AUTO 162	Electrical/Electronic Systems 2 ( T )	2	3	3
AUTO 181	Engine Performance 1 ( T )	2	3	3
ENG 10X	English Composition Elective ( G )	3	0	3
BUS 190	Professional Practices ( B )	1	0	1
MAT 1XX	Mathematics Elective ( G )	3	0	3
Semester 3		Lec	Lab	Credits
AUTO X9X	Cooperative Education Elective 1: Automotive ( T )	1	40	2

**Semester 4**

LAW 101	Business Law ( <b>B</b> )	3	0	3
AUTO 140	Suspension and Steering ( <b>T</b> )	2	3	3
AUTO 175	Powertrain Systems and Service ( <b>T</b> )	2	3	3
MGT 101	Principles of Management ( <b>B</b> )	3	0	3
ACC 101	Financial Accounting ( <b>B</b> )	3	0	3

**Semester 5**

AUTO X9X	Cooperative Education Elective 2: Automotive ( <b>T</b> )	1	40	2
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**Semester 6**

AUTO 170	Heating and Air Conditioning ( <b>T</b> )	2	3	3
AUTO 182	Engine Performance 2 ( <b>T</b> )	2	3	3
XXX XXX	Arts/ Humanities Elective ( <b>G</b> )	3	0	3
XXX XXX	Social/ Behavioral Science Elective ( <b>G</b> )	3	0	3

Total Credits: 50 113 63

**Electives**

**First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

**Mathematics Elective**

MAT 105	Quantitative Reasoning	3
MAT 111	Business Mathematics	3
MAT 120	Technical Mathematics	3

**Arts/Humanities Elective**

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

**Social/Behavioral Science Elective**

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

**Cooperative Education Electives (4 credit hours required)**

AUTO 191	Part-Time Cooperative Education 1: Automotive	1
AUTO 192	Part-Time Cooperative Education 2: Automotive	1
AUTO 193	Part-Time Cooperative Education 3: Automotive	1
AUTO 194	Part-Time Cooperative Education 4: Automotive	1

AUTO 195	Part-Time Cooperative Education 5: Automotive	1
AUTO 196	Part-Time Cooperative Education 6: Automotive	1
AUTO 291	Full-Time Cooperative Education 1: Automotive	2
AUTO 292	Full-Time Cooperative Education 2: Automotive	2
AUTO 293	Full-Time Cooperative Education 3: Automotive	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Automotive Service Technician Certificate (ASTCT)

### Automotive Service Technician Certificate

Semester 1		Lec	Lab	Credits
AUTO 100	Introduction to Automotive Technology	2	3	3
AUTO 111	Engine Repair 1	2	3	3
AUTO 150	Brakes	2	3	3
AUTO 161	Electrical/Electronic Systems 1	2	3	3
AUTO 181	Engine Performance 1	2	3	3
<b>Semester 2</b>				
AUTO 140	Suspension and Steering	2	3	3
AUTO 162	Electrical/Electronic Systems 2	2	3	3
AUTO 170	Heating and Air Conditioning	2	3	3
AUTO 182	Engine Performance 2	2	3	3
Total Credits:		18	27	27

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## Business Management Technologies

The Business Management Technologies programs prepare students for entry-level positions in a wide range of business organizations and situations.

- Degree programs in Business Management, Marketing Management, and Paralegal include a range of courses that prepare students for professional work. Degree programs include cooperative education work experience, which provides insight on dealing with day-to-day responsibilities in business settings.
- Certificate programs in Entrepreneurship, Paralegal, and Real Estate are designed to lead to immediate employment opportunities in a shorter timeframe.
- The Business Pathways Certificate is designed for students who want to learn fundamental business concepts while also completing some of the required courses for an Associate of Applied Business degree.

For more information, please contact the Business Technologies Division at (513) 569-1620.

## Business Management (BM)

### Business Management (BM)

The Business Management degree program combines sound business training with on-the-job experience. Classroom experience includes understanding contemporary practices in management, marketing, human resources, accounting, and organizational development. Students also learn about effective use of time, money, materials, and people to improve business results.

Through cooperative education work experience, students gain valuable insight and "how to" experience in assessing and solving management challenges that businesses deal with every day.

Graduates earn an Associate of Applied Business degree.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Business Management (BM)

Semester 1		Lec	Lab	Credits
ECO 105	Principles of Microeconomics ( G )	3	0	3
ENG 101	English Composition 1 ( G )	3	0	3
MGT 101	Principles of Management ( B )	3	0	3
MKT 101	Principles of Marketing ( B )	3	0	3
FYE 1XX		1	0	1
First Year Experience Elective ( B )				
IM 1XX	Computer Elective ( B )	2	3	3
Semester 2		Lec	Lab	Credits
ACC 101	Financial Accounting ( B )	2	2	3
BUS 190	Professional Practices ( B )	1	0	1
LAW 101	Business Law ( B )	3	0	3
MGT 105	Human Resource Management ( T )	3	0	3

ENG 10X	English Composition Elective ( G )	3	0	3
MAT XXX	Mathematics Elective ( G )	3	0	3
Semester 3		Lec	Lab	Credits
MGT X9X	Cooperative Education Elective 1: Management ( T )	1	40	2
Semester 4		Lec	Lab	Credits
MGT 220	Leadership ( T )	3	0	3
MKT 130	Professional Selling ( T )	3	0	3
XXX XXX	Business Elective 1 ( T )	3	0	3
XXX XXX	Business Elective 2 ( T )	3	0	3
Semester 5		Lec	Lab	Credits
MGT X9X	Cooperative Education Elective 2: Management ( T )	1	40	2
Semester 6		Lec	Lab	Credits
FIN 150	Business Finance ( T )	3	0	3
MGT 130	Project Management ( T )	3	0	3
MGT 140	Quality Management ( T )	3	0	3
MGT 290	Business Management Capstone ( T )	2	2	3
XXX XXX	Arts/ Humanities Elective ( G )	3	0	3
Total Credits:		58	87	63

### Electives

#### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

#### Computer Elective

IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3

#### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

#### Mathematics Elective



MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5

**Business Electives (6 credit hours required)**

ACC 102	Managerial Accounting	3
FIN 100	Personal Finance	3
FIN 120	Risk and Insurance	3
MGT 120	Entrepreneurship	3
MGT 125	Business Ethics	3
MKT 161	Branding and Product Development	1
MKT 162	Sales Promotion	1
MKT 163	Services and Non-Profit Marketing	1
MKT 164	Social Media and Consumer Engagement	1
MKT 205	Marketing Research	3
MKT 215	Advertising and Public Relations	3
MKT 231	Direct and Database Marketing	1
MKT 232	Integrated Marketing Communications	1
MKT 233	Sales Management	1

**Arts/Humanities Elective**

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

**Cooperative Education Electives (4 credit hours required)**

IM 191	Part-Time Cooperative Education 1: Information Management	1
IM 192	Part-Time Cooperative Education 2: Information Management	1
IM 193	Part-Time Cooperative Education 3: Information Management	1
IM 194	Part-Time Cooperative Education 4: Information Management	1
IM 291	Full-Time Cooperative Education 1: Information Management	2
IM 292	Full-Time Cooperative Education 2: Information Management	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate’s degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty**

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**Business Pathways Certificate (BUSC)**

**Business Pathways Certificate (BUSC)**

The Business Pathways Certificate is designed for students who want to learn fundamental business concepts while also completing some of the required courses (general education requirements and basic business requirements) for an Associate of Applied Business degree.

Students admitted to one of the following Cincinnati State associate degree programs may wish to add the Business Pathways Certificate: Accounting, Business Management, Financial Services, Marketing Management, Hospitality Management, Supply Chain Management, or Pre-Business Administration.

High school students who are earning college credits through College Credit Plus may also wish to pursue the Business Pathways Certificate.

To ensure that courses taken as part of the certificate will apply to degrees earned at Ohio public universities, students should select electives that are part of the Ohio Transfer Module or the Ohio Transfer Assurance Guide. Certificate advisors assist students in choosing elective courses.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Business Pathways Certificate (BUSC)**

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
ECO 105	Principles of Microeconomics	3	0	3
ENG 101	English Composition 1	3	0	3
LAW 101	Business Law	3	0	3
MKT 101	Principles of Marketing	3	0	3
Semester 2				
ENG 10X	English Composition Elective	3	0	3
MAT XXX	Mathematics Elective	3	0	3

XXX XXX Arts/ Humanities Elective or Natural/ Physical Sciences Elective	3	0	3
XXX XXX Directed Elective 1	3	0	3
XXX XXX Directed Elective 2	3	0	3
<b>Total Credits:</b>	<b>29</b>	<b>2</b>	<b>30</b>

## Electives

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

### Mathematics Elective (select one course)

College-level math:		
MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
or, Ohio Transfer Module math:		
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5

### Directed Electives (select courses from two different subject areas)

ACC 102	Managerial Accounting *	3
ECO 110	Principles of Macroeconomics **	3
FIN 100	Personal Finance	3
FIN 150	Business Finance	3
IM 111	Computer Applications 1	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 200	Information Systems for Managers	3
MGT 101	Principles of Management	3

### Arts/Humanities Elective

Any Ohio Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

### Natural/Physical Sciences Elective

Any Ohio Transfer Module course from BIO, CHE, EVS, PSC, PHY

\* Ohio Transfer Assurance Guide (TAG) course

\*\* Ohio Transfer Module course

## Faculty

### Program Advisors

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Paula Kirch Smith, M.Ed. CHE  
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## Entrepreneurship Certificate (ETRPC)

### Entrepreneurship Certificate (ETRPC)

The Entrepreneurship certificate program provides knowledge in several areas of business to help the entrepreneur start a business or manage an existing business effectively.

Certificate coursework provides skills in accounting, management, and marketing that are necessary to start a successful business. Also, courses completed for the certificate apply toward the Associate of Applied Business degree in Business Management.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

### Entrepreneurship Certificate (ETRPC)

### Entrepreneurship Certificate (ETRPC)

Semester 1		Lec	Lab	Credits
MGT 101	Principles of Management	3	0	3
ACC 101	Financial Accounting	2	2	3
MAT 111	Business Mathematics	2	2	3
IM 111	Computer Applications 1	2	3	3
Semester 2				
MKT 130	Professional Selling	3	0	3
MGT 120	Entrepreneurship	3	0	3
ECO 105	Principles of Microeconomics	3	0	3
Semester 3				
MKT 101	Principles of Marketing	3	0	3
LAW 101	Business Law	3	0	3
XXX XXX	Technical Elective	3	0	3
<b>Total Credits:</b>		<b>27</b>	<b>7</b>	<b>30</b>

## Electives

**Technical Elective** 3

Consult with your Advisor to choose from one of these departments: ACC, AVP, CET, CUL, ECE, GRD, HFT, HRM, LH, MGT, MKT, PAS, RE

## Faculty

### Program Chair/Advisor

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# Marketing Management (MMT)

## Marketing Management (MMT)

For students with an interest in meeting people's unique needs, marketing is an exciting career choice. Marketing involves identifying the products and services that solve people's problems and make them feel good, and then influencing people's buying behavior.

Students in the Marketing Management program gain understanding and experience in market research, market planning, new product and service development, customer behavior, branding, logistics, personal selling and sales management, direct marketing, retailing, advertising, promotion, public relations, pricing, distribution, and many other areas of marketing.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Marketing Management (MMT)

Semester 1		Lec	Lab	Credits
ECO 105	Principles of Microeconomics ( G )	3	0	3
ENG 101	English Composition 1 ( G )	3	0	3
MGT 101	Principles of Management ( B )	3	0	3
MKT 101	Principles of Marketing ( B )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
IM 1XX	Computer Elective ( B )	2	3	3
Semester 2				
ACC 101	Financial Accounting ( B )	2	2	3
BUS 190	Professional Practices ( B )	1	0	1
LAW 101	Business Law ( B )	3	0	3
MKT 130	Professional Selling ( T )	3	0	3
ENG 10X	English Composition Elective ( G )	3	0	3
MAT XXX	Mathematics Elective ( G )	3	0	3
Semester 3				
MKT X9X	Cooperative Education Elective 1: Marketing ( T )	1	40	2
Semester 4				
FIN 150	Business Finance ( T )	3	0	3
MGT 130	Project Management ( T )	3	0	3
MKT 215	Advertising and Public Relations ( T )	3	0	3

XXX XXX	Business/Marketing Elective 1 ( T )	3	0	3
XXX XXX	Arts/Humanities Elective ( G )	3	0	3
Semester 5				
MKT X9X	Cooperative Education Elective 2: Marketing ( T )	1	40	2
Semester 6				
MKT 205	Marketing Research ( T )	3	0	3
MKT 250	Digital Marketing and Social Media ( T )	3	0	3
MGT 290	Business Management Capstone ( T )	2	2	3
XXX XXX	Business/Marketing Elective 2 ( T )	3	0	3
<b>Total Credits:</b>		58	87	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Computer Elective

IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

### Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5

### Business/Marketing Electives (6 credit hours required)

ACC 102	Managerial Accounting	3
FIN 100	Personal Finance	3
FIN 120	Risk and Insurance	3
MGT 120	Entrepreneurship	3
MGT 125	Business Ethics	3

MGT 220	Leadership	3
MKT 161	Branding and Product Development	1
MKT 162	Sales Promotion	1
MKT 163	Services and Non-Profit Marketing	1
MKT 164	Social Media and Consumer Engagement	1
MKT 231	Direct and Database Marketing	1
MKT 232	Integrated Marketing Communications	1
MKT 233	Sales Management	1

**Arts/Humanities Elective**

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130 3

**Cooperative Education Electives (4 credit hours required)**

MKT 191	Part-Time Cooperative Education 1: Marketing	1
MKT 192	Part-Time Cooperative Education 2: Marketing	1
MKT 193	Part-Time Cooperative Education 3: Marketing	1
MKT 194	Part-Time Cooperative Education 4: Marketing	1
MKT 291	Full-Time Cooperative Education 1: Marketing	2
MKT 292	Full-Time Cooperative Education 2: Marketing	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Co-Chairs**

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**Paralegal (PAR & LAW)****Paralegal (PAR)**

The Paralegal degree program prepares students to become Paralegals, also known as Legal Assistants. While earning an Associate of Applied Business degree, students gain knowledge and skills required to assist attorneys, judges, and other legal professionals in many legal practice settings.

Students learn to investigate facts, conduct research on legal issues, interview clients, organize and evaluate case materials, draft legal documents, and communicate effectively with legal professionals.

Students also gain knowledge of substantive and procedural law, concentrating on the most prevalent areas of legal practice, as well as understanding of legal office procedures, time management and organizational skills.

Cooperative education experience provides practical hands-on training to help students launch their paralegal career.

**Paralegal Certificate (LAW)**

The Paralegal Certificate program at Cincinnati State prepares students for careers in the legal profession in three key employment areas: employees of attorneys (the dominant category), self-employed individuals who work for attorneys, and self-employed individuals who provide their services directly to the public with attorney supervision.

Students learn substantive and procedural law, concentrating on the most prevalent areas of legal practice, as well as general civil and criminal litigation practice.

Students earning the Legal Administrative Assistant associate's degree may wish to add the Paralegal Certificate to enhance their studies.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Paralegal (PAR.AAB)****First Year**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
IM 165	Legal Office Environment ( <b>B</b> )	3	0	3
LAW 101	Business Law ( <b>B</b> )	3	0	3
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
IM 11X	Computer Elective ( <b>B</b> )	2	2	3
MAT 1XX	Mathematics Elective ( <b>G</b> )	3	0	3

**Semester 2**

BUS 190	Professional Practices ( <b>B</b> )	1	0	1
ENG 105	English Composition 2: Business Communication ( <b>G</b> )	3	0	3
IM 130	Electronic Word Processing: Microsoft Word ( <b>T</b> )	2	3	3
LAW 130	Estate Planning, Family and Probate Law ( <b>T</b> )	3	0	3
XXX XXX	Legal Specialty Elective 1 ( <b>T</b> )	3	0	3

**Semester 3**

LAW 291	Full-Time Cooperative Education 1: Legal Assistant ( <b>T</b> )	1	40	2
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XXX XXX Management/ Marketing Elective (B)		3	0	3
<b>Semester 4</b>				
ACC 101	Financial Accounting ( B)	2	2	3
IM 225	Legal Transcription and Formatting ( T)	2	3	3
LAW 120	Legal Research and Writing ( T)	2	2	3
XXX XXX Social Science Elective (G)		3	0	3
XXX XXX Legal Specialty Elective 2 (T)		3	0	3
<b>Semester 5</b>				
LAW 292	Full-Time Cooperative Education 2: Legal Assistant ( T)	1	40	2
<b>Semester 6</b>				
LAW 210	Litigation ( T)	2	2	3
LAW 290	Paralegal Capstone ( T)	2	3	3
XXX XXX Legal Specialty Elective 3 (T)		3	0	3
XXX XXX Arts/ Humanities Elective (G)		3	0	3
Total Credits:		54	97	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Computer Elective

IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3

### Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### Management/Marketing Elective

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MGT 130	Project Management	3
MKT 101	Principles of Marketing *	3
MKT 110	Sales and Customer Relations	

### Legal Specialty Electives (9 credit hours required)

ACC 115	Accounting Software Applications: Sage (Peachtree)	1
ACC 121	Computerized Bookkeeping: QuickBooks 1	1
ACC 122	Computerized Bookkeeping: QuickBooks 2	1
CRJ 105	Introduction to Criminal Justice	3
CRJ 135	Criminal Law	3
HIM 105	Legal Aspects of Health Information Management	2
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 135	Business Document Formatting	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 155	Emerging Technologies and Social Media	3
ITP 130	Legal Issues of Deafness	1
LAW 110	Employment Law	3
LAW 140	Copyright and Trademark Law in Entertainment Industries	3
LAW 150	Bankruptcy, Debt Collection and Secured Transactions	3
LAW 160	Administrative Law Practices and Procedures	2
LBR 105	Introduction to Labor and Employee Relations	3
NDR 100	Introduction to Negotiation and Dispute Resolution	3
RE 105	Real Estate Law	3

### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

### Social Science Elective

Any Transfer Module course from GEO, HST, LBR, POL, PSY, SOC

\* Has a corequisite of ECO 105

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Paralegal Certificate (LAW)

		Lec	Lab	Credits
<b>Semester 1</b>				
LAW 101	Business Law	3	0	3
IM 130	Electronic Word Processing: Microsoft Word	2	3	3
IM 165	Legal Office Environment	3	0	3
XXX XXX Technical Elective 1		3	0	3
XXX XXX Technical Elective 2		3	0	3
<b>Semester 2</b>				
LAW 120	Legal Research and Writing	3	0	3

LAW 130	Family and Probate Law	3	0	3
LAW 210	Litigation	3	0	3
IM 225	Legal Transcription and Formatting	2	3	3
LAW 290	Paralegal Capstone	3	0	3
Total Credits:		28	6	30

## Electives

### Technical Electives (six credit hours required)

ACC 115	Accounting Software Applications: Sage (Peachtree)	2		
ACC 121	Computerized Bookkeeping: QuickBooks 1	2		
ACC 122	Computerized Bookkeeping: QuickBooks 2	2		
ACC 175	Federal Taxation: Individuals	3		
ACC 180	Federal Taxation: Business	3		
CRJ 105	Introduction to Criminal Justice	3		
CRJ 110	Introduction to Policing	3		
CRJ 115	Introduction to Corrections	3		
CRJ 120	Introduction to Courts	3		
CRJ 125	Criminology	3		
CRJ 130	Criminal Investigation Skills	3		
CRJ 135	Criminal Law	3		
HIM 105	Legal Aspects of Health Information Management	2		
IM 120	Electronic Spreadsheets: Microsoft Excel	3		
IM 135	Business Document Formatting	3		
IM 140	Electronic Database Management: Microsoft Access	3		
IM 145	Document Proofreading and Editing	3		
IM 150	Electronic Presentations: Microsoft PowerPoint	3		
IM 155	Emerging Technologies and Social Media	3		
ITP 130	Legal Issues of Deafness	1		
LAW 110	Employment Law	3		
LAW 140	Copyright and Trademark Law in Entertainment Industries	3		
LAW 150	Bankruptcy, Debt Collection and Secured Transactions	3		
LBR 105	Introduction to Labor and Employee Relations	3		
RE 105	Real Estate Law	3		

## Faculty

### Program Chair/Advisor

Paula Kirch Smith, M.Ed., CHE  
paula.kirchsmith@cincinnatiastate.edu

### Advisor

Laura Drake, J.D.  
laura.drake@cincinnatiastate.edu

## Real Estate Certificate (REC)

### Real Estate Certificate (REC)

The Real Estate certificate provides the knowledge and skills necessary to enter into the real estate field as a salesperson. The

curriculum is approved by the State of Ohio Department of Commerce, Division of Real Estate, and prepares students for the state licensure exam. Other courses provide basic skills in accounting, business, salesmanship, and mathematics.

Courses completed for the certificate apply toward the Associate of Applied Business degree in Business Management or other business fields.

Real Estate courses are offered only in the evening.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Real Estate Certificate (REC)

Semester 1		Lec	Lab	Credits
RE 100	Real Estate Principles and Practices	3	0	3
RE 105	Real Estate Law	3	0	3
RE 110	Real Estate Appraisal and Finance	3	0	3
Semester 2				
ENG 101	English Composition 1	3	0	3
MAT 111	Business Mathematics	2	2	3
ACC 101	Financial Accounting	2	2	3
Semester 3				
MKT 130	Professional Selling	3	0	3
XXX XXX	Technical Elective			3
XXX-XXX	Social Science Elective	3	0	3
XXX XXX	Arts/Humanities Elective	3	0	3
Total Credits:		25	4	30

## Electives

### Technical Elective

ACC 121	Computerized Bookkeeping: QuickBooks 1	1
ACC 122	Computerized Bookkeeping: QuickBooks 2	1
FIN 150	Business Finance	3
LAW 101	Business Law	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MKT 101	Principles of Marketing	3
MKT 250	Digital Marketing and Social Media	3

### Social Science Elective

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
CULT 110	Social Issues in Technology	3



PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

**Arts/Humanities Elective**

Any Transfer Module course from ART, MUS, THE; or any course from COMM, CULT, LIT, PHI, REL; or ART 120 , or MUS 120

**Faculty**

**Program Chair/Advisor**

Paula Kirch Smith, M.Ed., CHE  
 paula.kirchsmith@cincinnatiastate.edu

**Financial Services Technologies (FIN & FPC)**

**Finance Technology (FIN)**

The Finance Technology program offers two tracks that lead to finance-related careers.

- The General Finance track prepares students to work with individuals, businesses, or government agencies involved in raising, spending, and investing money. Core courses provide the skills required for many career paths in finance.
- The Financial Planning track focuses on personal financial management including cash flow management, insurance, investments, taxes, retirement and education funding, and estate planning. The Financial Planning track is available as a fully online degree program.

**Financial Planning Certificate (FPC)**

The Financial Planning Certificate prepares graduates to develop comprehensive financial plans for clients by applying knowledge and skills in a variety of personal financial planning areas, including taxes, investments, insurance, and retirement and estate planning.

The certificate program is designed for individuals with a bachelor's degree in any field who want to provide professional financial planning services.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Finance Technology (FIN)**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
ACC 101	Financial Accounting ( B )	2	2	3
ENG 101	English Composition 1 ( G )	3	0	3
FIN 100	Personal Finance ( B )	3	0	3
LAW 101	Business Law ( B )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
MAT XXX	Mathematics Elective ( G )	3	0	3

**Semester 2**

ACC 102	Managerial Accounting ( T )	2	2	3
BUS 190	Professional Practices ( B )	1	0	1
FIN 120	Risk and Insurance ( T )	3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel ( B )	2	3	3

ENG 10X	English Composition Elective ( G )	3	0	3
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XXX XXX	Finance Track Elective 1 ( T )	3	0	3
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**Semester 3**

FIN X9X	Cooperative Education Elective 1: Finance ( T )	1	40	2
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**Semester 4**

ECO 105	Principles of Microeconomics ( G )	3	0	3
FIN 150	Business Finance ( T )	3	0	3
XXX XXX	Finance Track Elective 2 ( T )	3	0	3

XXX XXX	Finance Track Elective 3 ( T )	3	0	3
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FIN 200	Investments ( T )	3	0	3
FIN X9X	Cooperative Education Elective 2: Finance ( T )	1	40	2

**Semester 5**

COM 1XX	Communication Elective ( B )	3	0	3
MKT XXX	Marketing Elective ( B )			3
XXX XXX	Arts/ Humanities Elective or Natural/ Physical Science Elective ( G )	3	0	3

**Semester 6**

XXX XXX	3	0	3
Finance			
Track			
Elective 4 (T)			
Total Credits:	55	87	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 120	Technical Mathematics	3
MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 125	Algebra and Trigonometry	4
MAT 126	Functions and Calculus	4
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

### Marketing Elective

MKT 101	Principles of Marketing	3
MKT 110	Sales and Customer Relations	3
MKT 130	Professional Selling	3

### Arts/Humanities Elective or Natural/Physical Science Elective (select one course)

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, 3  
or COMM 130

or, any Transfer Module course from BIO, CHE, EVS, PHY, PSC

### Cooperative Education Electives (4 credit hours required)

FIN 191	Part-Time Cooperative Education 1: Finance	1
FIN 192	Part-Time Cooperative Education 2: Finance	1
FIN 193	Part-Time Cooperative Education 3: Finance	1
FIN 194	Part-Time Cooperative Education 4: Finance	1
FIN 291	Full-Time Cooperative Education 1: Finance	2
FIN 292	Full-Time Cooperative Education 2: Finance	2

### Track Electives (Meet with an advisor to choose a track and corresponding electives)

#### General Finance Track Electives

Take 2 required track courses:

ECO 110 Principles of Macroeconomics (T)

MGT 290 Business Management Capstone

Select 2 track elective courses:

ACC 115 Accounting Software Applications: Sage (Peachtree)

ACC 140 Fund Accounting for Non-profit Organizations

ACC 180 Federal Taxation: Business

MGT 130 Project Management

RE 100 Real Estate Principles and Practices

RE 110 Real Estate Appraisal and Finance

### Financial Planning Track Electives

Take 4 required track courses:

ACC 175 Federal Taxation: Individuals

FIN 175 Retirement and Employee Benefit Planning

FIN 185 Estate Planning

FIN 290 Financial Planning Capstone

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Financial Planning Certificate (FPC)

Semester 1		Lec	Lab	Credits
FIN 100	Personal Finance	3	0	3
ACC 175	Federal Taxation: Individuals	3	0	3
FIN 120	Risk and Insurance	3	0	3
Semester 2				
FIN 175	Retirement and Employee Benefit Planning	3	0	3
FIN 185	Estate Planning	3	0	3
FIN 200	Investments	3	0	3
Semester 3				
FIN 290	Financial Planning Capstone	3	0	3
Total Credits:		21	0	21

## Faculty

### Program Chair

Margaret Clark, MBA, CFP  
margaret.clark@cincinnatiastate.edu

### Co-op Coordinator

Maya Franklin, MS  
maya.franklin@cincinnatiastate.edu



## Hospitality Technologies

Hospitality Technologies provides students with the knowledge and skills required for a range of positions in food service, lodging, and health care.

The department includes the Midwest Culinary Institute (MCI) at Cincinnati State, a nationally-recognized center for culinary education.

Associate's degrees and certificates lead to entry-level work opportunities and support continued education for the baccalaureate degree. In addition, the MCI offers an array of professional development opportunities and non-credit community classes.

The MCI's state-of-the-art facilities, located in the Advanced Technology & Learning Center on Cincinnati State's Clifton Campus, feature eight distinctive kitchens, a decorating lab, butcher shop and fish shop, demonstration studio, restaurant, and restaurant kitchen. The instructional kitchens include individual work stations for each student. An advanced multimedia system is built into the facility and supports the integration of computer technology into the curriculum.

Degree programs are available for:

- Brewing Science
- Culinary Arts
- Dietetic Technology
- Hospitality Management
- Pastry Arts
- Pre-Nutrition Science

These programs include cooperative education work experience or other forms of experiential education or service learning.

Hospitality Technologies also offer three certificates:

- Brewing Sales and Marketing
- Culinary Arts
- Dietary Management

All certificate programs include professional management courses certified by the National Restaurant Association.

For more information, please contact the Business Technologies Division at (513) 569-1620.

## Brewing Science (BREW & BREWC)

### Brewing Science (BREW)

The craft beer and beverage industry is one of the fastest growing in the United States and many other parts of the world. The Brewing Science degree program provides knowledge and skills related to introductory and advanced production processes, finishing and packaging techniques, product analysis, and operation of brewing facilities. Cooperative education experiences add to the student's career-readiness.

Graduates of the Brewing Science program earn an Associate of Applied Science degree, and are qualified for employment

opportunities in many areas of the craft beverage industry including brewer/assistant brewer, cellar manager, or brewery manager.

### Brewing Sales and Marketing Certificate (BREWC)

The Brewing Sales and Marketing Certificate prepares its graduates for employment opportunities in many areas of the craft beverage industry including brewery representative, craft beer sales and distribution, or tasting room management.

Students develop skills and gain knowledge of topics such as sensory evaluation of beverages, taproom management, and key components of beer tourism.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Brewing Science (BREW)

Student applicants must be at least 21 years of age before entering the program. Applicants must be able to work in a physically demanding environment including, but not limited to, standing in a hot and wet work area for extended lengths of time, climbing stairs, repeatedly lifting equipment and products weighing up to 55 lbs., and safely maneuvering by hand equipment that weighs up to 170 lbs.

#### First Year

Semester 1		Lec	Lab	Credits
BREW 110	Brewing Sanitation and Safety ( <b>B</b> )	2	0	2
BREW 120	Brewing Technology and Calculations ( <b>T</b> )	1	3	2
CHE 110	Fundamentals of Chemistry ( <b>G</b> )	3	3	4
HRM 110	Food and Beverage Cost Control ( <b>B</b> )	3	0	3
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
MAT 1XX	Mathematics Elective ( <b>G</b> )	2	2	3
Semester 2				
BREW 130	Brewing Production ( <b>T</b> )	2	4	4
BREW 140	Brewing Ingredients ( <b>T</b> )	1	3	2
BREW 150	Applied Brewing Microbiology ( <b>T</b> )	3	2	4
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
BUS 190	Professional Practices	1	0	1
Semester 3				
BREW X9X	Cooperative Education Elective: Brewing Science ( <b>T</b> )	1	40	2

#### Second Year

**Semester 4**

ACC 101	Financial Accounting ( <b>B</b> )	2	2	3
BREW 160	Sensory Evaluation of Beer ( <b>T</b> )	3	0	3
BREW 210	Beverage Marketing and Sales ( <b>T</b> )	3	0	3
BREW 220	Brewing Packaging, Materials, and Quality Control ( <b>T</b> )	2	3	3
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3

**Semester 5**

BREW 240	Legal Issues in Brewing and Beverages ( <b>T</b> )	3	0	3
COMM 110	Public Speaking ( <b>B</b> )	3	0	3
ECO 105	Principles of Microeconomics ( <b>G</b> )	3	0	3
BREW 230	Advanced Brewing Production ( <b>T</b> )	3	3	4
Arts/ Humanities Elective ( <b>B</b> )		3	0	3
Total Credits:		51	65	62

**First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**Mathematics Elective**

MAT 105	Quantitative Reasoning	3
MAT 120	Technical Mathematics	3
MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 125	Algebra and Trigonometry	4

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication (Arts/Humanities Elective)	3

**Arts/Humanities Elective**

Any ART, LIT, MUS, PHI, REL, THE	3
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**Cooperative Education Elective (2 credits required)**

BREW 191	Part-Time Cooperative Education 1: Brewing Science	1
BREW 192	Part-Time Cooperative Education 2: Brewing Science	1
BREW 291	Full-Time Cooperative Education 1: Brewing Science	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Brewing Sales and Marketing (BREWC)**

**Program prerequisite:** Applicants must be at least 21 years old before entering the certificate program.

**First Year**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab Credits</b>	
BREW 100	Introduction to Craft Beer	3	0	3
BREW 160	Sensory Evaluation of Beer	2	3	3
HRM 110	Food and Beverage Cost Control	3	0	3
MKT 130	Professional Selling	3	0	3
<b>Semester 2</b>				
MKT 105	Marketing and Customer Relations	3	0	3
BREW 210	Beverage Marketing and Sales	3	0	3
BREW 240	Legal Issues in Brewing and Beverages	3	0	3
BREW 105	Beverage Tour and Tasting Management	2	2	3

Total Credits: 24

**Faculty****Program Advisor**

Professor Carla Gesell-Streeter, MA  
carla.gesell-streete@cincinnati-state.edu

**Culinary Arts (CUL & CAC)****Culinary Arts (CUL)**

In the Culinary Arts program at Cincinnati State, students receive training in all aspects of food preparation, including methods of cookery, sauces, soups, butchery, garde manger, pastry, and confectioneries, in addition to culinary management.

Graduates earn an Associate of Applied Business degree.

**Culinary Arts Certificate (CAC)**

The Culinary Arts Certificate is designed for the serious hobbyist rather than the industry professional-in-training. This program covers food service sanitation and basic cooking courses.

Credits earned may be transferred into the Culinary Arts degree program. Students in the certificate program are not eligible for financial aid or Kentucky reciprocity.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

**Culinary Arts (CUL)**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab Credits</b>	
CUL 100	Culinary Demonstration ( <b>T</b> )	2	0	2
CUL 101	Culinary 1 ( <b>T</b> )	0	6	3
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
HRM 105	Food Service Sanitation ( <b>B</b> )	1	0	1
IM 111	Computer Applications 1 ( <b>B</b> )	2	3	3

FYE 1XX First Year Experience Elective (B)		1	0	1
<b>Semester 2</b>				
BUS 190 Professional Practices (B)		1	0	1
CUL 102 Culinary 2 (T)		0	6	3
CUL 105 Culinary Baking (T)		0	6	3
LAW 101 Business Law (B)		3	0	3
ENG 10X English Composition Elective (G)		3	0	3
MAT 1XX Mathematics Elective (G)		3	0	3
<b>Semester 3</b>				
CUL X9X Cooperative Education Elective 1: Culinary Arts (T)		1	40	2
<b>Semester 4</b>				
CUL 110 Culinary Nutrition (T)		0	6	3
CUL 200 Garde Manger (T)		0	8	4
CUL 205 Culinary Production (T)		0	6	3
HRM 110 Food and Beverage Cost Control (B)		3	0	3
XXX XXX Arts/ Humanities Elective (G)		3	0	3
<b>Semester 5</b>				
CUL X9X Cooperative Education Elective 2: Culinary Arts (T)		1	40	2
<b>Semester 6</b>				
ACC 101 Financial Accounting (B)		2	2	3
CUL 210 International Cuisine (T)		0	6	3
CUL 290 Culinary Capstone (T)		0	6	3
ECO 105 Principles of Microeconomics (G)		3	0	3
MGT 105 Human Resource Management (B)		3	0	3
<b>Total Credits:</b>		<b>35</b>	<b>135</b>	<b>64</b>

## Electives

### First Year Experience Elective

FYE 100 College Survival Skills	1
FYE 105 College Success Strategies	2
FYE 110 Community College Experience	3

### English Composition Elective

ENG 102 English Composition 2: Contemporary Issues	3
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ENG 103 English Composition 2: Writing about Literature	3
ENG 104 English Composition 2: Technical Communication	3
ENG 105 English Composition 2: Business Communication	3
<b>Mathematics Elective</b>	
MAT 105 Quantitative Reasoning	3
MAT 111 Business Mathematics	3
MAT 120 Technical Mathematics	3
<b>Arts/Humanities Elective</b>	
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130	3
<b>Cooperative Education Electives (4 credit hours required)</b>	
CUL 191 Part-Time Cooperative Education 1: Culinary Arts	1
CUL 192 Part-Time Cooperative Education 2: Culinary Arts	1
CUL 193 Part-Time Cooperative Education 3: Culinary Arts	1
CUL 194 Part-Time Cooperative Education 4: Culinary Arts	1
CUL 291 Full-Time Cooperative Education 1: Culinary Arts	2
CUL 292 Full-Time Cooperative Education 2: Culinary Arts	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Culinary Arts Certificate (CAC)

Semester 1	Lec	Lab	Credits
CUL 100 Culinary Demonstration	2	0	2
CUL 101 Culinary 1	0	6	3
CUL 102 Culinary 2	0	6	3
HRM 105 Food Service Sanitation	1	0	1
XXX XXX Culinary Elective			3
<b>Total Credits:</b>	<b>3</b>	<b>12</b>	<b>12</b>

## Electives

### Culinary Elective

CUL 105 Culinary Baking	3
CUL 110 Culinary Nutrition	3
HRM 110 Food and Beverage Cost Control	3

## Faculty

### Program Chair

Jeffrey Sheldon, CCE  
jeffrey.sheldon@cincinnatiatstate.edu

## Advisors

Chef Margaret (Meg) Galvin, CEC, WMCS  
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## Co-op Coordinator

Scott Holubetz, AAB, AOS, BA  
scott.holubetz@cincinnatiastate.edu

## Dietetic Technology (DT & DMC)

### Dietetic Technology (DT)

Dietetic technicians are trained in food preparation and nutrition and are an integral part of health care and food service management teams. They promote optimal health through proper nutrition by providing personalized services to meet clients' nutritional needs, and are trained to supervise people who prepare and serve food.

Dietetic technicians work independently or in teams with registered dietitians in a variety of employment settings, including hospitals, nursing care centers, retirement centers, schools, food companies, and community health programs.

Program graduates earn an Associate of Applied Science degree that includes 472 hours of directed practice and practicums. Students are also required to complete an additional 31 hours of professional meetings, food shows, and wellness and program support activities.

The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics ([www.eatrightacend.org](http://www.eatrightacend.org)), 120 South Riverside, Plaza Suite 2000, Chicago IL 60606, phone (312) 899-0040, extension 5400.

Graduates of the program are eligible to take the Exam for Dietetic Technicians' national exam to become a Dietetic Technician, Registered.

### Dietary Management Certificate (DMC)

Dietary Managers work in teams with registered dietitians and dietetic technicians and are an integral part of health care and food service management teams. The Dietary Management Certificate program provides courses in food service management, nutrition, sanitation and human resource.

Program graduates earn a Certificate as a Dietary Manager which includes 252 hours of directed practice and practicums. Students are also required to complete an additional 27 hours of professional meetings, food show, and wellness and program support.

The program is accredited by the Association for Foodservice and Nutrition Professionals ([www.afnponline.org](http://www.afnponline.org)) 406 Surrey Woods Drive, St. Charles, IL 60174, phone (800) 323-1908.

Upon successful completion of the program, graduates are eligible to take the national certification exam to become a Certified Dietary Manager, Certified Food Protection Professional.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Dietetic Technology (DT)

Semester 1		Lec	Lab	Credits
BIO 151	Anatomy and Physiology 1 ( <b>G</b> )	3	2	4
DT 110	Community Nutrition ( <b>T</b> )	2	2	3
DT 120	Nutrition for a Healthy Lifestyle ( <b>B</b> )	3	0	3
DT 190	Dietetic Professional Practices ( <b>B</b> )	1	0	1
HRM 105	Food Service Sanitation ( <b>B</b> )	1	0	1
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
Semester 2				
BIO 152	Anatomy and Physiology 2 ( <b>B</b> )	3	2	4
DT 115	Cooking for a Healthy Lifestyle ( <b>T</b> )	1	3	2
DT 125	Nutrition Through the Lifecycle ( <b>T</b> )	3	0	3
DT 130	Nutrition Assessment ( <b>T</b> )	1	2	2
DT 180	Dietetic Directed Practice: Health Care 1 ( <b>T</b> )	0	5	1
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
Semester 3				
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
MAT 1XX	Mathematics Elective ( <b>G</b> )	3	0	3
XXX XXX	Social/Behavioral Science Elective ( <b>G</b> )	3	0	3
Semester 4				
DT 205	Quantity Food Production ( <b>T</b> )	0	6	3
DT 211	Food Service Management 1 ( <b>T</b> )	2	0	2
DT 221	Medical Nutrition Therapy 1 ( <b>T</b> )	2	2	3
DT 280	Dietetic Directed Practice: Food Service ( <b>T</b> )	0	6	1
DT 283	Dietetic Directed Practice: Health Care 2 ( <b>T</b> )	0	5	1
DT 285	Dietetic Directed Practice: Health Care 3 ( <b>T</b> )	0	5	1
HRM 110	Food and Beverage Cost Control ( <b>B</b> )	3	0	3
Semester 5				
CHE 110	Fundamentals of Chemistry ( <b>B</b> )	3	3	4
DT 212	Food Service Management 2 ( <b>T</b> )	2	0	2
DT 222	Medical Nutrition Therapy 2 ( <b>T</b> )	2	2	3
DT 287	Dietetic Practicum: Food Service ( <b>T</b> )	1	7	2
DT 289	Dietetic Practicum: Clinical ( <b>T</b> )	1	7	2
DT 290	Dietetic Competencies ( <b>T</b> )	2	0	2
Total Credits:		49	59	66

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Mathematics Elective

MAT 111	Business Mathematics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### Social/Behavioral Science Elective

Any PSY, SOC		3
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The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Dietary Management Certificate (DMC)

Semester 1		Lec	Lab	Credits
HRM 105	Food Service Sanitation	1	0	1
DT 120	Nutrition for a Healthy Lifestyle	3	0	3
DT 110	Community Nutrition	2	2	3
DT 190	Dietetic Professional Practices	1	0	1
Semester 2				
DT 115	Cooking for a Healthy Lifestyle	1	3	2
DT 125	Nutrition Through the Lifecycle	3	0	3
DT 130	Nutrition Assessment	1	2	2
DT 180	Dietetic Directed Practice: Health Care 1	0	5	1
Semester 3				
DT 211	Food Service Management 1	2	0	2
DT 215	Nutrition for Dietary Managers	2	0	2
DT 280	Dietetic Directed Practice: Food Service	0	6	1
DT 205	Quantity Food Production	0	6	3
Semester 4				
DT 225	Dietary Manager Exam Review	1	0	1
DT 287	Dietetic Practicum: Food Service	1	7	2
DT 212	Food Service Management 2	2	0	2
HRM 110	Food and Beverage Cost Control	3	0	3
Total Credits:		23	31	32

## Faculty

### Program Chair/Advisor

Candice Jones, M.Ed., RD, LD, CDE  
candice.jones@cincinnati.edu

## Hospitality Management (HOSP)

### Hospitality Management (HOSP)

In the Hospitality Management program at Cincinnati State, students learn the basics of lodging and restaurant operation, along with event management skills and hospitality management training. Students develop knowledge and skills through classroom instruction, laboratory experience, and cooperative education.

Graduates earn an Associate of Applied Business degree and are prepared for supervisory positions in a variety of hospitality venues.

All Hospitality Management courses are available online, which provides flexibility for students in completing degree requirements. However, the course HRM 105, Food Service Sanitation, must be completed via a proctored exam to qualify for a national certification through the American Culinary Federation.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Hospitality Management (HOSP)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
HRM 100	Hospitality Careers ( B )	1	0	1
HRM 105	Food Service Sanitation ( B )	1	0	1
MGT 101	Principles of Management ( B )	3	0	3
ECO 105	Principles of Microeconomics ( G )	3	0	3
IM 1XX	Computer	2	3	3
	Elective ( B )			
	FYE 1XX	1	0	1
	First Year			
	Experience			
	Elective ( B )			
Semester 2				
BUS 190	Professional Practices ( B )	1	0	1
HRM 110	Food and Beverage Cost Control ( T )	3	0	3
HRM 115	Rooms Division Management ( T )	4	0	4
ENG 10X	English	3	0	3
	Composition			
	Elective ( G )			
	MAT XXX	3	0	3
	Mathematics			
	Elective ( G )			
Semester 3				

HRM X9X Cooperative Education Elective 1: Hospitality Management (T)		1	40	2
<b>Semester 4</b>				
ACC 101	Financial Accounting ( B)	2	2	3
HRM 130	Food and Beverage Division Management ( T)	4	0	4
MGT 220	Leadership ( T)	3	0	3
COMM 1XX Communication Elective (T)		3	0	3
MKT 1XX Marketing Elective (T)		3	0	3
<b>Semester 5</b>				
ACC 102	Managerial Accounting ( T)	2	2	3
HRM 135	Event, Meeting, and Convention Management ( T)	4	0	4
LAW 101	Business Law ( B)	3	0	3
XXX XXX Arts/ Humanities Elective (G)		3	0	3
<b>Semester 6</b>				
HRM X9X Cooperative Education Elective 2: Hospitality Management (T)		1	40	2
Total Credits:		57	87	62

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Computer Elective

IM 111	Computer Applications 1	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 200	Information Systems for Managers	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3

MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5

### Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		3
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### Marketing Elective

MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3

### Cooperative Education Electives (4 credit hours required)

HRM 191	Part-Time Cooperative Education 1: Hospitality Management	1
HRM 192	Part-Time Cooperative Education 2: Hospitality Management	1
HRM 193	Part-Time Cooperative Education 3: Hospitality Management	1
HRM 194	Part-Time Cooperative Education 4: Hospitality Management	1
HRM 291	Full-Time Cooperative Education 1: Hospitality Management	2
HRM 292	Full-Time Cooperative Education 2: Hospitality Management	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

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### Co-op Coordinator

Scott Holubetz, AAB, AOS, BA  
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## Pastry Arts (PAS)

### Pastry Arts (PAS)

The Pastry Arts program at Cincinnati State prepares students for employment in the culinary industry as pastry chefs or as bakers in the field of baking and confectionery. Graduates earn an Associate of Applied Business degree.



The courses include technical aspects of baking and pastry commonly used in the industry, such as preparing yeast dough; producing cakes, cookies, and cold desserts; and constructing pastry centerpieces.

The Pastry Arts program is accredited as an Exemplary Program by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). Website: <http://www.acfchefs.org>

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Pastry Arts (PAS)

Semester 1		Lec	Lab	Credits
DT 120	Nutrition for a Healthy Lifestyle ( T )	3	0	3
HRM 100	Hospitality Careers ( B )	1	0	1
HRM 105	Food Service Sanitation ( T )	1	0	1
PAS 100	Theory of Baking ( T )	3	0	3
PAS 110	Celebration Cakes ( T )	0	6	3
PAS 105	Fundamentals of Baking ( T )	0	6	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
BUS 190	Professional Practices ( B )	1	0	1
ENG 101	English Composition 1 ( G )	3	0	3
IM 111	Computer Applications 1 ( B )	2	3	3
PAS 115	Pastry Production and Design ( T )	0	6	3
PAS 120	Nutritional Baking and Cuisine ( T )	1	4	3
ART 1XX	Art Elective ( G )	2	2	3
Semester 3				
PAS X9X	Cooperative Education Elective 1: Pastry Arts ( T )	1	40	2
Semester 4				
ECO 105	Principles of Microeconomics ( G )	3	0	3
PAS 210	Advanced Pastry and Buffet Design ( T )	0	6	3
ENG 10X	English Composition Elective ( G )	3	0	3
MAT 1XX	Mathematics Elective ( G )	3	0	3
PAS 2XX	Pastry Elective ( T )			3
Semester 5				

PAS X9X	Cooperative Education Elective 2: Pastry Arts ( T )	1	40	2
Semester 6				
ACC 101	Financial Accounting ( B )	2	2	3
HRM 110	Food and Beverage Cost Control ( T )	3	0	3
MGT 105	Human Resource Management ( B )	3	0	3
MKT 101	Principles of Marketing ( B )	3	0	3
PAS 290	Pastry Capstone ( T )	1	5	3
Total Credits:		41	120	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Art Elective

ART 141	Drawing 1	3
ART 161	Sculpture 1	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 111	Business Mathematics	3

### Pastry Elective

PAS 215	Novelty and Theme Cake Production	3
PAS 220	Advanced Wedding Cake Production	3
PAS 225	Artisan Bread Baking	3
PAS 230	Chocolate and Confectionery Production	3

### Cooperative Education Electives (4 credit hours required)

PAS 191	Part-Time Cooperative Education 1: Pastry Arts	1
PAS 192	Part-Time Cooperative Education 2: Pastry Arts	1
PAS 193	Part-Time Cooperative Education 3: Pastry Arts	1
PAS 194	Part-Time Cooperative Education 4: Pastry Arts	1
PAS 291	Full-Time Cooperative Education 1: Pastry Arts	2
PAS 292	Full-Time Cooperative Education 2: Pastry Arts	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair

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### Advisor

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### Co-Op Coordinator

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## Pre-Nutrition Science (PNS)

### Pre-Nutrition Science (PNS)

The Pre-Nutrition Science program prepares students for transfer to a bachelor's degree program in nutrition science, dietetics with emphasis on business or exercise, or other dietetics-related programs. Students who complete the Pre-Nutrition Science program earn an Associate of Science degree and are well prepared to enter a four-year degree program at various institutions in the region.

The Pre-Nutrition Science program includes 105 hours of directed practice. Students are also required to complete an additional 31 hours of professional meetings, food shows, and wellness and program support activities.

Course requirements and application of transfer credits to bachelor's degree programs vary, so students should work closely with their Cincinnati State academic advisor as well as the advisor at the institution where they intend to complete a bachelor's degree.

Students who complete a bachelor's degree program are required to complete an internship before they can take the credentialing exam given by the Commission on Dietetic Registration.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Pre-Nutrition Science (PNS)

Semester 1		Lec	Lab Credits	
BIO 151	Anatomy and Physiology 1 ( G )	3	2	4
DT 110	Community Nutrition ( B )	2	2	3
DT 120	Nutrition for a Healthy Lifestyle ( B )	3	0	3
DT 190	Dietetic Professional Practices ( B )	1	0	1
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
BIO 152	Anatomy and Physiology 2 ( G )	3	2	4

DT 125	Nutrition Through the Lifecycle ( T )	3	0	3
DT 130	Nutrition Assessment ( T )	1	2	2
DT 180	Dietetic Directed Practice: Health Care 1 ( T )	0	5	1
HRM 105	Food Service Sanitation ( B )	1	0	1
MAT 151	College Algebra ( G )	4	0	4
Semester 3				
PSY 110	Introduction to Psychology ( G )	3	0	3
ENG 10X	English Composition Elective ( G )	3	0	3
XXX XXX	Arts/ Humanities Elective 1 ( G )	3	0	3
XXX XXX	Social/ Behavioral Science Elective ( G )	3	0	3
Semester 4				
CHE 110	Fundamentals of Chemistry ( G )	3	3	4
COMM 110	Public Speaking ( G )	3	0	3
DT 205	Quantity Food Production ( T )	0	6	3
MAT 131	Statistics 1 ( G )	2	2	3
Semester 5				
CHE 111	Bio-Organic Chemistry ( T )	3	3	4
XXX XXX	Arts/ Humanities Elective 2 ( G )	3	0	3
Total Credits:		51	27	62

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130	3
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### Social/Behavioral Science Elective

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC	3
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## Faculty

### Program Chair/Advisor

Candice Jones M.Ed., RD, LD, CDE



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## Information Management Technologies

Information Management Technologies degree programs prepare students for employment in a variety of general and specialized office settings. Degree programs in Administrative Assistant, Legal Administrative Assistant, and Medical Administrative Assistant include technical skill development, understanding of business principles and management, and cooperative education work experience. Minimum grades of C are required for all technical courses.

Information Management Technologies also offers two certificate programs:

- The Computer Applications Certificate assists professionals who are seeking career development opportunities while earning college credit, as well as students in any program or major who want to increase employment options by adding to their computer skills.
- The Virtual Assistant Certificate is designed for individuals seeking entrepreneurial, flexible employment by operating a home office that offers administrative and business support, over the Internet, to companies or professionals.

For more information, please contact the Business Technologies Division at (513) 569-1620.

## Administrative Assistant (AA & VAC)

### Administrative Assistant (AA)

The Administrative Assistant program leads to an Associate of Applied Business degree. Students develop competencies in office procedures, software applications, communications, accounting skills, organizational skills, supervisory skills, office management, time management, and project management, as well as the "soft" skills employers demand.

### Virtual Assistant Certificate (VAC)

The Virtual Assistant Certificate is designed for individuals seeking entrepreneurial, flexible employment by operating a home office that offers administrative and business support, over the Internet, to companies or professionals.

Students pursuing this certificate should be currently employed in a secretarial or office support role, with at least two years of verified experience in the field. In addition, students seeking the Virtual Assistant Certificate should have fluency in keyboarding, computer skills, and communication as well as strong self-motivation skills.

This certificate program does not include cooperative education.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Administrative Assistant (AA)

		Lec	Lab	Credits
<b>Semester 1</b>				
ENG 101	English Composition 1 ( G )	3	0	3
IM 115	Administrative Office Procedures and Practices ( B )	2	3	3
IM 130	Electronic Word Processing: Microsoft Word ( B )	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint ( T )	2	3	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
<b>Semester 2</b>				
BUS 190	Professional Practices ( B )	1	0	1
IM 120	Electronic Spreadsheets: Microsoft Excel ( T )	2	3	3
IM 135	Business Document Formatting ( T )	2	3	3
IM 160	Electronic Publications: Microsoft Publisher ( T )	2	2	3
ENG 10X	English Composition Elective ( G )	3	0	3
MAT 1XX	Mathematics Elective ( G )	3	0	3
<b>Semester 3</b>				
ACC 101	Financial Accounting ( B )	2	2	3
IM X9X	Cooperative Education Elective 1: Information Management ( T )	1	40	2
<b>Semester 4</b>				
IM 145	Document Proofreading and Editing ( T )	2	3	3
IM 155	Emerging Technologies and Social Media ( T )	2	2	3
LAW 101	Business Law ( B )	3	0	3
ACC 1XX	Accounting Software Elective ( T )	0	2	1
MGT 10X	Management Elective ( B )	3	0	3
<b>Semester 5</b>				
COMM 105	Interpersonal Communication ( G )	3	0	3

IM X9X Cooperative Education Elective 2: Information Management (T)		1	40	2
<b>Semester 6</b>				
IM 140	Electronic Database Management: Microsoft Access ( T)	2	2	3
IM 170	Electronic Project Management: Microsoft Project ( T)	2	3	3
IM 290	Administrative Assistant Capstone ( T)	2	3	3
XXX XXX Social/ Behavioral Science Elective (G)		3	0	3
Total Credits:		49	114	64

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

### Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### Accounting Software Elective

ACC 115	Accounting Software Applications: Sage (Peachtree)	2
ACC 121	Computerized Bookkeeping: QuickBooks 1	1

### Management Elective

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3

### Social/Behavioral Science Elective

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

### Cooperative Education Electives (4 credit hours required)

IM 191	Part-Time Cooperative Education 1: Information Management	1
IM 192	Part-Time Cooperative Education 2: Information Management	1
IM 193	Part-Time Cooperative Education 3: Information Management	1
IM 194	Part-Time Cooperative Education 4: Information Management	1

IM 291	Full-Time Cooperative Education 1: Information Management	2
IM 292	Full-Time Cooperative Education 2: Information Management	2

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Virtual Assistant Certificate (VAC)

Semester 1		Lec	Lab	Credits
IM 115	Administrative Office Procedures and Practices	2	3	3
IM 130	Electronic Word Processing: Microsoft Word	2	3	3
IM 145	Document Proofreading and Editing	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint	2	3	3
<b>Semester 2</b>				
ACC 101	Financial Accounting	2	2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
IM 135	Business Document Formatting	2	3	3
<b>Semester 3</b>				
IM 155	Emerging Technologies and Social Media	2	2	3
IM 170	Electronic Project Management: Microsoft Project	2	3	3
MGT 120	Entrepreneurship	3	0	3
ACC 1XX	Accounting Software Elective	1	0	1
Total Credits:		22	25	31

### Accounting Software Elective

ACC 115	Accounting Software Applications: Sage (Peachtree)	2
ACC 121	Computerized Bookkeeping: QuickBooks 1	1

## Faculty

### Program Chair

Professor Connie Crossley, BA, BS, M.Ed.  
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### Co-op Coordinator

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## Advisors

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# Legal Administrative Assistant (LA)

## Legal Administrative Assistant (LA)

The Legal Administrative Assistant program prepares students to perform legal administrative duties for law firms, corporate legal departments, financial institutions, and educational, government, judiciary, and public interest organizations.

Students earn an Associate of Applied Business degree and develop competencies in technology skills (such as word processing, graphic presentations, spreadsheets, and keyboarding), as well as knowledge of legal terminology, legal transcription, correspondence and documentation, legal office procedures, law office protocol, time management, and organizational skills.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

## Legal Administrative Assistant (LA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
IM 100	Computer Literacy ( B )	1	2	2
IM 115	Administrative Office Procedures and Practices ( B )	2	3	3
IM 130	Electronic Word Processing: Microsoft Word ( T )	2	3	3
IM 165	Legal Office Environment ( T )	3	0	3
FYE XXX	First Year Experience Elective ( B )	1	0	1
Semester 2		Lec	Lab	Credits
BUS 190	Professional Practices ( B )	1	0	1
IM 120	Electronic Spreadsheets: Microsoft Excel ( T )	2	3	3
IM 135	Business Document Formatting ( T )	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint ( T )	2	3	3
LAW 101	Business Law ( B )	3	0	3
ENG 10X	English Composition Elective ( G )	3	0	3

## Semester 3

ACC 101	Financial Accounting ( B )	2	2	3
LAW X9X	Cooperative Education Elective	1	40	2
1: Legal Assistant ( T )				

## Semester 4

IM 145	Document Proofreading and Editing ( T )	2	3	3
IM 155	Emerging Technologies and Social Media ( T )	2	2	3
IM 225	Legal Transcription and Formatting ( T )	2	3	3
MAT 1XX	Mathematics Elective ( G )	3	0	3

## Semester 5

COMM 105	Interpersonal Communication ( G )	3	0	3
LAW X9X	Cooperative Education Elective	1	40	2
2: Legal Assistant				

## Semester 6

IM 290	Administrative Assistant Capstone ( T )	2	3	3
LAW 150	Bankruptcy, Debt Collection and Secured Transactions ( T )	3	0	3
MGT 10X	Management Elective ( B )	3	0	3
XXX XXX	Social/Behavioral Science Elective ( G )	3	0	3
Total Credits:		52	110	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

### Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### Management Elective

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3

**Social/Behavioral Science Elective**

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

**Cooperative Education Electives (4 credit hours required)**

LAW 191	Part-Time Cooperative Education 1: Legal Assistant	1
LAW 192	Part-Time Cooperative Education 2: Legal Assistant	1
LAW 193	Part-Time Cooperative Education 3: Legal Assistant	1
LAW 194	Part-Time Cooperative Education 4: Legal Assistant	1
LAW 291	Full-Time Cooperative Education 1: Legal Assistant	2
LAW 292	Full-Time Cooperative Education 2: Legal Assistant	2

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chair**

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**Medical Administrative Assistant (MAA)****Medical Administrative Assistant (MAA)**

The Medical Administrative Assistant program prepares students to perform administrative duties for medical offices and health care facilities.

Students develop competencies in medical office procedures, medical terminology, and medical coding and billing along with skills in time

management, communications and transcription, and using application software.

Graduates earn an Associate of Applied Business degree and can expect to work as administrative assistants or as office managers in a variety of medical office and health care management settings.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Medical Administrative Assistant (MAA)**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
ENG 101	English Composition 1 ( G )	3	0	3
IM 100	Computer Literacy ( B )	1	2	2
IM 115	Administrative Office Procedures and Practices ( B )	2	3	3
IM 130	Electronic Word Processing: Microsoft Word ( T )	2	3	3
MCH 101	Medical Terminology 1 ( T )	2	0	2
FYE 1XX	First Year Experience Elective ( B )	1	0	1
<b>Semester 2</b>				
BUS 190	Professional Practices ( B )	1	0	1
IM 111	Computer Applications 1 ( T )	2	3	3
IM 120	Electronic Spreadsheets: Microsoft Excel ( T )	2	3	3
IM 135	Business Document Formatting ( T )	2	3	3
MCH 102	Medical Terminology 2 ( T )	2	0	2
ENG 10X	English Composition Elective ( G )	3	0	3
<b>Semester 3</b>				
MAT 1XX	Mathematics Elective ( G )	3	0	3
MAA X9X	Cooperative Education Elective 1: Medical Administrative Assistant ( T )	1	40	2
<b>Semester 4</b>				
ACC 101	Financial Accounting ( B )	2	2	3
IM 145	Document Proofreading and Editing ( T )	2	3	3
IM 155	Emerging Technologies and Social Media ( T )	2	2	3
LAW 101	Business Law ( B )	3	0	3
MA 120	Medical Office Insurance Coding and Billing ( T )	2	0	2

**Semester 5**

ACC 1XX		0	2	1
Accounting Software Elective (T)				
MAA X9X		1	40	2
Cooperative Education Elective 2: Medical Administrative Assistant (T)				

**Semester 6**

COMM 105	Interpersonal Communication ( G )	3	0	3
IM 260	Medical Administrative Procedures ( T )	2	2	3
MGT 10X	Management Elective ( B )	3	0	3
XXX XXX	Social/ Behavioral Science Elective ( G )	3	0	3
Total Credits:		50	108	63

**Electives****First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

**Mathematics Elective**

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

**Accounting Software Elective**

ACC 115	Accounting Software Applications: Sage (Peachtree)	2
ACC 121	Computerized Bookkeeping: QuickBooks 1	1

**Management Elective**

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3

**Social/Behavioral Science Elective**

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

**Cooperative Education Electives (4 credit hours required)**

MAA 191	Part-Time Cooperative Education 1: Medical Administrative Assistant	1
MAA 192	Part-Time Cooperative Education 2: Medical Administrative Assistant	1

MAA 193	Part-Time Cooperative Education 3: Medical Administrative Assistant	1
MAA 194	Part-Time Cooperative Education 4: Medical Administrative Assistant	1
MAA 291	Full-Time Cooperative Education 1: Medical Administrative Assistant	2
MAA 292	Full-Time Cooperative Education 2: Medical Administrative Assistant	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chair**

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**Computer Applications Certificate (CAPC)****Computer Applications Certificate (CAPC)**

The Computer Applications Certificate assists professionals who are seeking career development opportunities while earning college credit, as well as students in any program or major who want to increase employment options by adding to their computer skills.

The certificate program builds proficiencies in using Microsoft Office software within a workplace environment. Many of the certificate courses prepare students to take Microsoft Office Support and Expert Specialist certification tests for various Microsoft Office software applications.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

## Computer Applications Certificate (CAPC)

Semester 1		Lec	Lab	Credits
IM 111	Computer Applications 1	2	3	3
IM 130	Electronic Word Processing: Microsoft Word	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint	2	3	3
Semester 2				
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
IM 160	Electronic Publications: Microsoft Publisher	2	2	3
IM XXX	Technical Elective	2	2	3
Semester 3				
IM 112	Computer Applications 2	2	3	3
IM 135	Business Document Formatting	2	3	3
IM 140	Electronic Database Management: Microsoft Access	2	2	3
IM 290	Administrative Assistant Capstone	2	3	3
Total Credits:		20	27	30

## Electives

### Technical Elective

IM 115	Administrative Office Procedures and Practices	3
IM 145	Document Proofreading and Editing	3
IM 155	Emerging Technologies and Social Media	3
IM 165	Legal Office Environment	3
IM 170	Electronic Project Management: Microsoft Project	3
IM 175	Administrative Office Management	3
IM 200	Information Systems for Managers	3

## Faculty

### Program Chair

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### Advisors

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## Landscape Horticulture Technologies

An appreciation for nature is a prerequisite for careers in the diverse field of landscape and turf management, which is experiencing strong

growth in the Greater Cincinnati area. Horticulture students learn to combine skills in art, science, and business management to enhance the world around them.

The department offers three programs leading to an Associate of Applied Business degree and two certificate programs.

- Landscape Horticulture provides opportunities to specialize in landscape design and contracting, landscape management, plant production, tree care, interior plantscaping, and floral design.
- Sustainable Horticulture is an option for students interested in solving ecological challenges through new landscape techniques, such as managing stormwater and reducing energy consumption.
- Turfgrass Management prepares graduates for careers in golf course, sports turf, and commercial or residential lawn management.
- The Landscape Design Certificate allows students to concentrate on courses specific to landscape design and construction, and is best utilized in conjunction with the Landscape Horticulture or Sustainable Horticulture degree.
- The Sustainable Agriculture Management Certificate offers a concentration on specialty crop food production in an urban environment.

A significant number of students double-major in Landscape Horticulture and Turfgrass Management, to increase opportunities in the green industries, or double-major in Landscape Horticulture and Sustainable Horticulture. Another double major option is Landscape Horticulture Technology and Business Management Technology.

Because of seasonal employment opportunities for horticultural jobs, cooperative education assignments usually occur during the Summer semester.

For more information, please contact the Business Technologies Division at (513) 569-1620.

## Landscape Horticulture (LH & LDC)

### Landscape Horticulture (LH)

The Landscape Horticulture program focuses on interior and exterior landscape design, installation, and management.

Students complete foundation courses in horticulture, and then take additional technical courses in subject areas tailored to individual needs, including advanced landscape design, computerized landscape design, landscape construction, arboriculture, or greenhouse or nursery management. Core business courses prepare students for management positions.

The Landscape Horticulture degree program is industry-accredited by the Professional Landcare Network (PLANET)

### Landscape Design Certificate (LDC)

The Landscape Design Certificate is for students interested in learning landscape design skills, and is an excellent addition to the Landscape Horticulture major.

For students who already have an associate's or bachelor's degree (usually in business or horticulture), the Landscape Design Certificate



meets the need for professional credentials in the field of landscape design.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Landscape Horticulture (LH)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
LH 105	Horticulture Occupations ( B )	1	1	1
LH 120	Soil Science and Plant Nutrition ( T )	2	2	3
LH 130	Woody Plant Materials ( T )	1	5	3
LH 125	Turfgrass Management ( B )	2	2	3
LH 140	Landscape Operations ( B )	2	3	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
BUS 190	Professional Practices ( B )	1	0	1
LH 110	Horticulture Science ( G )	2	3	3
LH 151	Landscape Design 1 ( T )	2	3	3
ENG 10X	English Composition Elective ( G )	3	0	3
XXX XXX	Computer Elective ( T )	2	3	3
MAT 1XX	Mathematics Elective ( G )	3	0	3
Semester 3				
LH 135	Herbaceous Plant Materials ( T )	2	3	3
LH 165	Landscape Construction ( T )	2	3	3
LH X9X	Cooperative Education Elective 1: Landscape Horticulture ( T )	1	40	2
Semester 4				
ACC 101	Financial Accounting ( B )	2	2	3
LAW 101	Business Law ( B )	3	0	3
LH XXX	Landscape Elective 1 ( T )	2	3	3
XXX XXX	Management/Marketing Elective ( B )	3	0	3
Semester 5				

LH 205	Landscape Pests and Controls ( T )	2	3	3
LH 240	Landscape Management ( T )	2	3	3
LH XXX	Landscape Elective 2 ( T )	3	0	3
XXX XXX	Arts/Humanities Elective or Social/Behavioral Science Elective ( G )	3	0	3
Semester 6				
LH X9X	Cooperative Education Elective 2: Landscape Horticulture ( T )	1	40	2
Total Credits:		51	119	67

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Computer Elective

LH 155	Computer-Aided Landscape Design	3
IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3

### Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 120	Technical Mathematics	3
MAT 125	Algebra and Trigonometry	4

### Landscape Elective

LH 115	Floral Design and Marketing	3
LH 160	Irrigation Design, Installation, and Management	3
LH 175	Interior Landscaping	3
LH 215	Arboriculture	3
LH 225	Greenhouse Management and Plant Production	3
LH 252	Landscape Design 2	3
LH 265	Landscape Grading, Drainage, and Surveying	3

### Management/Marketing Elective

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MGT 130	Project Management	3
MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3
MKT 130	Professional Selling	3

**Arts/Humanities Elective or Social/Behavioral Science Elective (select one course)**

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

or, any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC, or SPN 101

**Cooperative Education Electives (4 credit hours required)**

LH 191	Part-Time Cooperative Education 1: Landscape Horticulture	1
LH 192	Part-Time Cooperative Education 2: Landscape Horticulture	1
LH 193	Part-Time Cooperative Education 3: Landscape Horticulture	1
LH 194	Part-Time Cooperative Education 4: Landscape Horticulture	1
LH 291	Full-Time Cooperative Education 1: Landscape Horticulture	2
LH 292	Full-Time Cooperative Education 2: Landscape Horticulture	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Landscape Design Certificate (LDC)

Semester 1		Lec	Lab	Credits
LH 105	Horticulture Occupations	1	1	1
LH 110	Horticulture Science	2	3	3
LH 120	Soil Science and Plant Nutrition	2	2	3
LH 130	Woody Plant Materials	1	5	3
LH 140	Landscape Operations	2	3	3
LH 151	Landscape Design 1	2	3	3
Semester 2				
LH 135	Herbaceous Plant Materials	2	3	3
LH 155	Computer-Aided Landscape Design	2	3	3
LH 160	Irrigation Design, Installation, and Management	2	3	3
LH 165	Landscape Construction	2	3	3
Semester 3				
LH 240	Landscape Management	2	3	3
LH 252	Landscape Design 2	2	3	3

LH 265	Landscape Grading, Drainage, and Surveying	2	2	3
Total Credits:		24	37	37

## Faculty

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## Sustainable Horticulture (SH & AGRC)

### Sustainable Horticulture (SH)

In the Sustainable Horticulture program students learn sustainable landscape techniques and technologies including design, implementation, and management of green roofs and green walls; stormwater management best practices; sustainable choices in plant materials; and use of alternative energy systems in landscapes.

Students complete foundation courses in landscape horticulture and environmental science, and then take additional technical courses in sustainable horticulture.

Core business courses prepare students for leadership roles in local businesses and municipalities, while cooperative education employment experiences allow students to further develop their knowledge in positions with companies utilizing sustainable horticulture.

The Sustainable Horticulture program is accredited by the National Association of Landscape Professionals (NALP).

## Sustainable Agriculture Management Certificate (AGRC)

The Sustainable Agriculture Management Certificate program leads to career opportunities in specialty crop growing operations, farmers' markets, and other urban agriculture initiatives.

The program is designed for completion in one year (three semesters) as a full-time student. Students are involved in continuous hands-on learning at a local farm throughout the program.

Coursework includes soil and plant science, detailed production of specialty crops, and an introduction to raising small animals, along with the financial, marketing, and management skills needed to successfully run an agriculture business.

For more information, please contact the Business Technologies Division at (513) 569-1620.



To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Sustainable Horticulture (SH)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
LH 140	Landscape Operations ( T )	2	3	3
LH 105	Horticulture Occupations ( B )	1	1	1
LH 120	Soil Science and Plant Nutrition ( T )	2	2	3
LH 130	Woody Plant Materials ( B )	1	5	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
XXX XXX	Environmental Science Elective ( B )			3
Semester 2				
BUS 190	Professional Practices ( B )	1	0	1
LH 110	Horticulture Science ( G )	2	3	3
LH 151	Landscape Design 1 ( T )	2	3	3
LH 155	Computer-Aided Landscape Design ( T )	2	3	3
ENG 1XX	English Composition Elective ( G )	3	0	3
MAT 1XX	Mathematics Elective ( G )	3	0	3
Semester 3				
LH 165	Landscape Construction ( T )	2	3	3
LH 135	Herbaceous Plant Materials ( T )	2	3	3
LH X9X	Cooperative Education Elective 1: Landscape Horticulture ( T )	1	40	2
Semester 4				
ACC 101	Financial Accounting ( B )	2	2	3
LAW 101	Business Law ( B )	3	0	3
LH 230	Landscape Solutions to Stormwater Management ( T )	2	3	3
LH 245	Plants for Sustainable Landscapes ( T )	2	3	3
Semester 5				
LH 240	Landscape Management ( T )	2	3	3
LH 290	Sustainable Landscape Design Capstone ( T )	2	3	3

XXX XXX	Arts/ Humanities Elective or Social/ Behavioral Science Elective ( G )	3	0	3
XXX XXX	Management/ Marketing Elective ( B )	3	0	3
Semester 6				
LH X9X	Cooperative Education Elective 2: Landscape Horticulture ( T )	1	40	2
Total Credits:		48	120	67

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Environmental Science Elective

EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVS 130	Environmental Science: Ecology and Ecosystems	4
EVT 175	Watershed Management	3
BIO 270	Ecology	5

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Management/Marketing Elective

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MGT 130	Project Management	3
MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3
MKT 130	Professional Selling	3

### Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 120	Technical Mathematics	3
MAT 125	Algebra and Trigonometry	4

### Arts/Humanities Elective or Social/Behavioral Science Elective (select one course)

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

or, any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC, or SPN 101

### Cooperative Education Electives (4 credit hours required)

LH 191	Part-Time Cooperative Education 1: Landscape Horticulture	1
LH 192	Part-Time Cooperative Education 2: Landscape Horticulture	1
LH 193	Part-Time Cooperative Education 3: Landscape Horticulture	1
LH 194	Part-Time Cooperative Education 4: Landscape Horticulture	1
LH 291	Full-Time Cooperative Education 1: Landscape Horticulture	2
LH 292	Full-Time Cooperative Education 2: Landscape Horticulture	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Sustainable Agriculture Management Certificate (AGRC)

Semester 1		Lec	Lab	Credits
AGR 100	Introduction to Urban Agriculture	2	3	3
LH 120	Soil Science and Plant Nutrition	2	2	3
AGR 150	Fall Production	0	6	3
ACC 101	Financial Accounting	2	2	3
Semester 2				
AGR 105	Vegetable Crop Production	2	3	3
LH 110	Horticulture Science	2	3	3
AGR 135	Fruit and Nut Production	2	3	3
AGR 155	Spring Production	0	6	3
Semester 3				
MGT 120	Entrepreneurship	3	0	3
AGR 140	Pest and Policy Management for Specialty Crops	2	3	3
AGR 160	Summer Production	0	6	3
MKT 1XX	Marketing Elective	3	0	3
Total Credits:		20	37	36

## Electives

### Marketing Elective

MKT 105	Marketing and Customer Relations	3
MKT 130	Professional Selling	3

## Faculty

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### Advisor

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### Co-op Coordinator

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## Turfgrass Management (TURF)

### Turfgrass Management (TURF)

Turfgrass Management graduates commonly work for golf courses, athletic field complexes, or lawn care companies. Students complete foundation horticulture courses, and then take specialized turf management courses. Core business courses prepare students for leadership roles in local businesses and municipalities.

Cooperative education employment for Turfgrass Management majors usually is completed at local golf courses, athletic facilities, or lawn care companies.

The Turfgrass Management program is accredited by the National Association of Landscape Professionals (NALP).

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Turfgrass Management (TURF)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
LH 105	Horticulture Occupations ( B )	1	1	1
LH 120	Soil Science and Plant Nutrition ( T )	2	2	3
LH 125	Turfgrass Management ( B )	2	2	3
LH 130	Woody Plant Materials ( T )	1	5	3
LH 140	Landscape Operations ( B )	2	3	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
BUS 190	Professional Practices ( B )	1	0	1
LH 151	Landscape Design 1 ( T )	2	3	3
LH 110	Horticulture Science ( G )	2	3	3

ENG 10X English Composition Elective (G)		3	0	3
XXX XXX Computer Elective (T)		2	2	3
MAT 1XX Mathematics Elective (G)		3	0	3
<b>Semester 3</b>				
LH 135	Herbaceous Plant Materials ( T)	2	3	3
LH 165	Landscape Construction ( T)	2	3	3
LH X9X Cooperative Education Elective 1: Landscape Horticulture (T)		1	40	2
<b>Semester 4</b>				
ACC 101	Financial Accounting ( B)	2	2	3
LAW 101	Business Law ( B)	3	0	3
LH 160	Irrigation Design, Installation, and Management ( T)	2	3	3
XXX XXX Management/ Marketing Elective (B)		3	0	3
<b>Semester 5</b>				
LH 210	Turfgrass Pests and Controls ( T)	2	2	3
LH 240	Landscape Management ( T)	2	3	3
LH 255	Golf Course and Athletic Field Management ( T)	2	3	3
XXX XXX Arts/ Humanities Elective or Social/ Behavioral Science Elective (G)		3	0	3
<b>Semester 6</b>				
LH X9X Cooperative Education Elective 2: Landscape Horticulture (T)		1	40	2
Total Credits:		50	120	67

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Computer Elective

LH 155	Computer-Aided Landscape Design	3
IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Management/Marketing Elective

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MGT 130	Project Management	3
MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3
MKT 130	Professional Selling	3

### Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 120	Technical Mathematics	3
MAT 125	Algebra and Trigonometry	4

### Arts/Humanities Elective or Social/Behavioral Science Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

or, any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC, or SPN 101

### Cooperative Education Electives (4 credit hours required)

LH 191	Part-Time Cooperative Education 1: Landscape Horticulture	1
LH 192	Part-Time Cooperative Education 2: Landscape Horticulture	1
LH 193	Part-Time Cooperative Education 3: Landscape Horticulture	1
LH 194	Part-Time Cooperative Education 4: Landscape Horticulture	1
LH 291	Full-Time Cooperative Education 1: Landscape Horticulture	2
LH 292	Full-Time Cooperative Education 2: Landscape Horticulture	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

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### Advisor

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### Co-op Coordinator

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## Pre-Business Administration (PBA)

### Pre-Business Administration (PBA)

The Pre-Business Administration program provides students with the academic foundation needed for transfer to a bachelor's degree program with a business-related major, such as business administration, accounting, finance, management, or marketing.

Students earn an Associate of Arts degree and are well-prepared to begin their junior year in a bachelor's degree program at the four-year institution of their choice.

Students must consult with their advisor before choosing electives, to ensure that elective courses meet the requirements of the institution where the student will complete their bachelor's degree.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Pre-Business Administration (PBA)

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
ENG 101	English Composition 1	3	0	3
LAW 101	Business Law	3	0	3
FYE 1XX	First Year Experience Elective	1	0	1
XXX XXX	Directed Elective 1	3	0	3
Semester 2				
ACC 102	Managerial Accounting	2	2	3
BUS 190	Professional Practices	1	0	1
ECO 105	Principles of Microeconomics	3	0	3
ENG 10X	English Composition Elective	3	0	3

MAT XXX	Mathematics Elective	3	0	3
XXX XXX	Directed Elective 2	3	0	3
Semester 3				
PBA X9X	Cooperative Education 1: Pre-Business Administration	1	40	2
Semester 4				
MKT 101	Principles of Marketing	3	0	3
IM XXX	Computer Elective	3	2	3
XXX XXX	Arts/ Humanities Elective 1	3	0	3
XXX XXX	Natural/ Physical Science Elective 1	2	2	3
XXX XXX	Transfer Module Elective 1	3	0	3
Semester 5				
COMM 110	Public Speaking	3	0	3
ECO 110	Principles of Macroeconomics	3	0	3
XXX XXX	Arts/ Humanities Elective 2	3	0	3
XXX XXX	Natural/ Physical Science Elective 2	2	2	3
XXX XXX	Transfer Module Elective 2	3	0	3
Total Credits:		56	50	61

### Electives - See Advisor before selecting electives

First Year Experience Elective		
FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3
English Composition Elective		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3

ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
<b>Mathematics Elective</b>		
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5
<b>Computer Elective</b>		
IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 140	Electronic Database Management: Microsoft Access	3
IM 200	Information Systems for Managers	3
<b>Arts/Humanities Electives</b>		
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
<b>Natural/Physical Science Electives</b>		
Any Transfer Module course from BIO, CHE, EVS, PHY, PSC		
<b>Cooperative Education Elective (2 credit hours required)</b>		
PBA 191	Part-Time Cooperative Education 1: Pre-Business Administration	1
PBA 192	Part-Time Cooperative Education 2: Pre-Business Administration	1
PBA 193	Part-Time Cooperative Education 3: Pre-Business Administration	1
PBA 194	Part-Time Cooperative Education 4: Pre-Business Administration	1
PBA 291	Full-Time Cooperative Education 1: Pre-Business Administration	2
PBA 292	Full-Time Cooperative Education 2: Pre-Business Administration	2
<b>Transfer Module Electives</b>		
Any Transfer Module course from ENG, COMM (except COMM 110 ), MAT, ART, MUS, THE, LIT, PHI, REL, GEO, HST, LBR, POL, ECO, PSY, SOC, BIO, CHE, EVS, PHY, PSC		
<b>Directed Electives</b>		
Any Transfer Module course from ENG, COMM, MAT, ART, MUS, THE, LIT, PHI, REL, GEO, HST, LBR, POL, ECO, PSY, SOC, BIO, CHE, EVS, PHY, PSC		
ENG 131	Creative Writing: Poetry	3
FIN 100	Personal Finance	3
FRN 101	Elementary French 1	4
FRN 102	Elementary French 2	4
FRN 201	Intermediate French 1	4
FRN 202	Intermediate French 2	4
ITP 101	Beginning American Sign Language 1	3
ITP 102	Beginning American Sign Language 2	3

ITP 201	Intermediate American Sign Language 1	3
ITP 202	Intermediate American Sign Language 2	3
LBR 105	Introduction to Labor and Employee Relations	3
MGT 101	Principles of Management	3
MGT 220	Leadership	3
SPN 101	Elementary Spanish 1	4
SPN 102	Elementary Spanish 2	4
SPN 201	Intermediate Spanish 1	4
SPN 202	Intermediate Spanish 2	4

## Faculty

### Program Chair

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### Co-op Coordinator

Maya Franklin, MS  
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# Supply Chain Management (SCM & SCMC)

## Supply Chain Management (SCM)

Students in the Supply Chain Management degree program gain the knowledge and skills needed to oversee interconnected businesses by coordinating activities among suppliers, warehousing operations, shipping, and customers. Students also develop understanding of processes for moving, tracking, and distributing raw or in-process materials as well as finished goods.

Graduates earn an Associate of Applied Business degree and are prepared for entry-level employment in areas such as inventory management, material handling, warehousing, logistics, traffic and transportation, or procurement.

Graduates also are prepared to take the Level One Supply Chain Professional certification exam offered by the Council of Supply Chain Management Professionals.

## Supply Chain Management Certificate (SCMC)

The Supply Chain Management Certificate prepares students for employment in several key areas of the supply chain field, including purchasing, warehousing, transportation, manufacturing, and order fulfillment.

Graduates of the certificate program are also prepared to take the Level One Supply Chain Professional certification exam offered by the Council of Supply Chain Management Professionals.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Supply Chain Management (SCM)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel ( <b>B</b> )	2	3	3
LAW 101	Business Law ( <b>B</b> )	3	0	3
SCM 105	Principles of Supply Chain Management ( <b>B</b> )	3	0	3
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
MAT 1XX	Mathematics Elective ( <b>G</b> )	3	0	3
<b>Semester 2</b>				
ACC 101	Financial Accounting ( <b>B</b> )	2	2	3
BUS 190	Professional Practices ( <b>B</b> )	1	0	1
MGT 101	Principles of Management ( <b>B</b> )	3	0	3
SCM 110	Warehousing and Distribution ( <b>T</b> )	2	2	3
ENG 10X	English Composition Elective	3	0	3
<b>Semester 3</b>				
SCM X9X	Cooperative Education Elective 1: Supply Chain Management ( <b>T</b> )	1	40	2
<b>Semester 4</b>				
IT 150	Logistics and Distribution Technology ( <b>T</b> )	2	2	3
MGT 140	Quality Management ( <b>T</b> )	3	0	3
SCM 120	Transportation Systems ( <b>T</b> )	3	0	3
SCM 210	Procurement Management ( <b>T</b> )	3	0	3
XXX XXX	Arts/ Humanities Elective or Social/ Behavioral Science Elective ( <b>G</b> )	3	0	3
<b>Semester 5</b>				
SCM 205	Inventory Management and Control ( <b>T</b> )	3	0	3
SCM 290	Supply Chain Management Capstone ( <b>T</b> )	2	2	3
XXX XXX	Technical Elective 1 ( <b>T</b> )	3	0	3

XXX XXX	Technical Elective 2 ( <b>T</b> )	3	0	3
<b>Semester 6</b>				
SCM X9X	Cooperative Education Elective 2: Supply Chain Management ( <b>T</b> )	1	40	2
<b>Total Credits:</b>		53	91	60

### Electives

#### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

#### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

#### Mathematics Elective

MAT 115	Pre-Statistics	3
MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

#### Arts/Humanities Elective or Social/Behavioral Science Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130	3
or, any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC	3

#### Technical Elective

ACC 102	Managerial Accounting	3
CET 115	Architectural Drafting and Computer Aided Design	4
EET 101	Electronic Fundamentals 1	3
EMET 210	Energy Efficiency and Audits	3
EVT 187	Materials Transportation Safety and Security	2
MGT 130	Project Management	3

#### Cooperative Education Electives (4 credit hours required)

SCM 191	Part-Time Cooperative Education 1: Supply Chain Management	1
SCM 192	Part-Time Cooperative Education 2: Supply Chain Management	1
SCM 193	Part-Time Cooperative Education 3: Supply Chain Management	1
SCM 194	Part-Time Cooperative Education 4: Supply Chain Management	1
SCM 291	Full-Time Cooperative Education 1: Supply Chain Management	2



SCM 292	Full-Time Cooperative Education 2: Supply Chain Management	2
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The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Supply Chain Management Certificate (SCMC)

Semester 1		Lec	Lab	Credits
SCM 105	Principles of Supply Chain Management	3	0	3
SCM 110	Warehousing and Distribution	2	2	3
Semester 2				
SCM 120	Transportation Systems	3	0	3
SCM 205	Inventory Management and Control	3	0	3
Semester 3				
SCM 210	Procurement Management	3	0	3
XXX XXX	Technical Elective	3	0	3
Total Credits:		17	2	18

## Electives

### Technical Elective

IT 150	Logistics and Distribution Technology	3
MGT 140	Quality Management	3
SCM 290	Supply Chain Management Capstone *	3

\* Students cannot take SCM 290 and SCM 210 in the same semester.

## Faculty

### Program Chair

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### Co-op Coordinator

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# Center for Innovative Technologies

Division Phone Number: (513) 569-1743

The Center for Innovative Technologies encompasses Cincinnati State's academic programs and majors in engineering, multimedia, and information technologies. The Center offers a number of

associate's degree and certificate programs that prepare students for a career in a variety of technical fields or a possible pathway to a bachelor's degree. Cincinnati State has been recognized nationally as one of the top schools in Ohio for engineering-related associate's degrees in the state.

The academic programs within the Center for Innovative Technologies are organized into the following departments:

- Aviation Maintenance Technologies
- Chemical and Environmental Engineering Technologies
- Civil Engineering Technologies
- Computer Software Development
- Electrical Engineering Technologies
- Electro-Mechanical Engineering Technologies
- Mechanical Engineering Technologies
- Multimedia Information Design
- Networking and Support Systems
- Pre-Engineering
- Welding

All of the associate's degree programs offered by the Center for Innovative Technologies feature:

- Faculty with professional experience in their areas of instruction, who also are advisors to students throughout their college experience.
- Technical coursework that blends basic theory (including skills in mathematics and science, as applicable) with extensive hands-on laboratory practice.
- Foundation academic skills courses in written communication, arts and humanities, and natural, behavioral, or social sciences.
- Ease of transfer to a number of bachelor's degree programs.
- Cooperative education work experience. The close tie with industry created by the cooperative education component ensures all programs remain technically current, and provides students with practical workplace knowledge and experience prior to graduation.

The mission of the Engineering Technologies programs within the Center for Innovative Technologies is to serve students by promoting excellence in engineering technologies through professional instruction, cooperative education, and advising.

- The Civil Engineering Technology program has earned accreditation through the Engineering Technology Accreditation Commission of ABET, 415 N. Charles St., Baltimore, MD 21201-4012, phone (410) 347-7700 (<http://www.abet.org>).
- The Aviation Maintenance Technology associate's degree program is approved by the Federal Aviation Administration, along with related certificate programs. Technical coursework is offered exclusively at the Cincinnati State West campus in Harrison, Ohio.

The Center for Innovative Technologies collaborates with the College's Workforce Development Center in offering the Applied Technology Specialist degree, which allows students with military experience, Career Center certificates, or technical work history to earn college credit for past training or experience.



The Center for Innovative Technologies also offers several certificate programs that address specific technical skills. Certificates have fewer course requirements than an associate's degree.

## Cooperative Education

The cooperative education experience is a cornerstone of the educational process in the Center for Innovative Technologies.

All students enrolled in associate's degree programs are required to participate in cooperative education. Most students complete this requirement through on-site cooperative education assignments. Students may earn credit through full-time or part-time work assignments, depending on job availability.

In a few academic programs where competition for entry-level assignments is particularly strong, students may have opportunities to earn credit by participating in unpaid internships.

Students may also be able to substitute appropriate academic courses or previous related work experience for cooperative education employment, with prior approval from the appropriate co-op coordinator.

For eligibility requirements, co-op registration policies, and other issues related to cooperative education, please refer to the Cooperative Education Program (p. 189) section of this catalog.

## Entrance Competencies

In order to ensure a high degree of success in academic studies in engineering and information technologies, entering students must meet established academic levels in mathematics, communication skills, and reading comprehension. To aid in determining these levels, entering students are required to take the college placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, a divisional advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

Students entering most academic programs of the Center for Innovative Technologies must demonstrate competence with commonly-used software applications and with basic internet operations. Students may be asked to demonstrate these competencies through standardized skills assessment tests or by completing prerequisite courses if necessary. Program advisors assist students in determining whether they meet minimum competencies.

All students enrolled in associate's degree programs in the Center for Innovative Technologies must complete a First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State.

Full-time students who follow the published sequence of courses can complete associate's degree programs in two years.

## Transfer to Baccalaureate Programs

The Center for Innovative Technologies offers a Pre-Engineering program. Graduates earn an Associate of Science degree and are prepared to enter a baccalaureate program in an engineering science field.

Many of the Associate of Applied Science degree programs offered by the Center for Innovative Technologies have established articulation agreements to ease transfer of credits earned at Cincinnati State

to baccalaureate programs at various colleges and universities. Agreements are in place with the University of Cincinnati, Wright State University, Embry-Riddle Aeronautical University, Miami University, Northern Kentucky University, University of Toledo, and Wilmington College, among others. These agreements vary in content. Interested students should meet with their program advisor as early as possible to review the details of possible transfer arrangements.

## Transfer Module

The Ohio Department of Higher Education developed the Ohio Transfer Module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of communication, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the State of Ohio Policy for Institutional Transfer (p. 162) and the Transfer Module (p. 148) sections of this catalog.

Associate's degree programs in the Center for Innovative Technologies contain in their curricula many of the required courses for the Cincinnati State Transfer Module. The Pre-Engineering degree contains the entire transfer module. Students who wish to complete the transfer module should schedule the additional courses at their convenience.

Students who transfer to an Ohio public university for baccalaureate degrees will find that the Cincinnati State Associate of Applied Science degree, combined with a transfer module showing grades of C or higher, receives preferential consideration at the receiving institution. Additionally, transfer is streamlined for graduates of some Center for Innovative Technologies programs by the articulation agreements described above.

## Applied Technology Specialist (ATSP)

### Applied Technology Specialist (ATSP)

In collaboration with Cincinnati State's Workforce Development Center, the Center for Innovative Technologies offers the Applied Technology Specialist degree. Students who complete all program requirements earn an Associate of Technical Studies degree.

The Applied Technology Specialist degree is designed for individuals with significant experience in technical fields such as trades and military veterans. Students may receive up to 27 credit hours, nearly half of the degree requirement, for related education, specialized training, or past work experience.

Students must meet with their advisor to determine how much credit will be awarded for past education or experience, and to select courses needed to complete the degree, including elective courses from engineering technologies or information technologies fields.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Applied Technology Specialist (ATSP)

Semester 1		Lec	Lab	Credits
CIT 150	Applied Technology Studies: Advanced Standing ( T )	1-27	0	27
ENG 101	English Composition 1 ( G )	3	0	3
FYE XXX	First Year Experience Elective ( B )	1	0	1
MAT XXX	Mathematics Elective ( G )			3
XXX XXX	Humanities Elective ( G )			3
XXX XXX	Business Elective 1 ( B )			3
XXX XXX	Computer Skills Elective ( B )			2
<b>Semester 2</b>				
COMM 110	Public Speaking ( B )	3	0	3
XXX XXX	Business Elective 2 ( B )			3
XXX XXX	Social Science Elective ( G )			3
XXX XXX	Engineering Technology Elective 1 ( B )			3
XXX XXX	Engineering Technology Elective 2 ( T )			3
ENG 10X	English Composition Elective ( G )			3
Total Credits:		8-34	0	60

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Elective

MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 125	Algebra and Trigonometry	4

MAT 131	Statistics 1	3
MAT 151	College Algebra	4
MAT 251	Calculus 1	5
<b>Humanities Elective</b>		3
Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE		
COMM 130	Introduction to Film Studies	3
<b>Business Electives</b>		
ACC 101	Financial Accounting	3
MGT 101	Principles of Management	3
MGT 125	Business Ethics	3
MGT 130	Project Management	3
MGT 140	Quality Management	3
MKT 105	Marketing and Customer Relations	3
MKT 110	Sales and Customer Relations	3
<b>Computer Skills Elective</b>		
IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 130	Electronic Word Processing: Microsoft Word	3
IM 140	Electronic Database Management: Microsoft Access	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 170	Electronic Project Management: Microsoft Project	3
BMT 151	Biomedical Instrumentation 1	4
CET 100	Introduction to Civil Engineering Technology	3
EMET 140	Electro-Mechanical Engineering Technology Foundations	2
EVS 110	Environmental Science: Conservation and Cleanup	4
MET 100	Introduction to Mechanical Engineering Technology	2
<b>Social Sciences Elective</b>		3
Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC		
<b>Engineering Technology Electives</b> <sup>1</sup>		6
Any AMT, BMT, CET, EET, EMET, CMT, CSA, EVT, EVS, IT, MET, NETC, PSET, SET		
<b>English Composition Elective</b>		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

<sup>1</sup> Program Chair consent required

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Lawrence (Larry) Feist, BS  
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## Aviation Maintenance Technologies

The Aviation Maintenance Technologies Department at Cincinnati State offers a Federal Aviation Administration (FAA) approved associate's degree program in Aviation Maintenance Technology and three certificate programs:

- Aviation Mechanics Airframe Certificate
- Aviation Mechanics Powerplant Certificate
- Avionics Certificate

Each program prepares graduates for a career maintaining and servicing aircraft components and systems.

All technical courses are conducted at the Cincinnati State airport facility, located on the Cincinnati State West Campus in Harrison, Ohio. Some non-technical courses are offered at the West Campus, or may be taken on the Main (Clifton) campus or, in some cases, through online instruction.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Aviation Maintenance Technology (AMT, AVAC, & AVPC)

### Aviation Maintenance Technology (AMT)

The Aviation Maintenance Technology program provides students with the skills needed to keep aircraft operating safely and efficiently by servicing, repairing, and overhauling aircraft components and systems. Coursework covers every system of today's aircraft.

Graduates of the program earn an Associate of Applied Science degree and are prepared to take the FAA licensing tests for Airframe mechanic and Powerplant mechanic.

### Aviation Mechanics Airframe Certificate (AVAC)

The Aviation Mechanics Airframe Certificate includes the study of aircraft structures and hydraulic, electrical, and landing gear systems. Lab experiences include aircraft inspection, troubleshooting, and repair.

Following successful completion of the Airframe Certificate requirements, students may take Federal Aviation Administration (FAA) licensing tests. Certification requirements are subject to current FAA requirements and may change without notice.

### Aviation Mechanics Powerplant Certificate (AVPC)

The Aviation Mechanics Powerplant Certificate includes the study of all types of aircraft engines (small and large piston, and jet), along with the study of engine systems and propellers. Lab experiences include inspection, troubleshooting, and repair of aircraft engines.

Following successful completion of the certificate, students may take Federal Aviation Administration (FAA) licensing tests. Certification requirements are subject to current FAA regulations and may change without notice.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Aviation Maintenance Technology (AMT)

Semester 1		Lec	Lab	Credits
AMT 100	Aviation Standard Practices ( <b>B</b> )	4	6	6
AMT 105	Aircraft Orientation ( <b>B</b> )	2	5	4
MAT 121	Technical Algebra and Geometry with Statistics ( <b>G</b> )	2	2	3
AMT 110	Aircraft Electricity ( <b>B</b> )	3	3	4
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
AMT 115	Aircraft Weight and Balance ( <b>B</b> )	3	3	4
Semester 2				
AMT 135	Aircraft Landing Gear Systems ( <b>T</b> )	3	5	5
AMT 140	Airframe Electrical Systems ( <b>T</b> )	4	4	6
PHY 115	Aviation Maintenance Physics ( <b>G</b> )	3	3	4
AMT 120	Aircraft Non-Metal Structures ( <b>T</b> )	3	4	5
AMT 130	Aircraft Welding Processes ( <b>T</b> )	2	2	3
Semester 3				
AMT 125	Aircraft Metal Structures ( <b>T</b> )	3	5	5
AMT 145	Airframe Electronic Systems ( <b>T</b> )	2	1	2
AMT 150	Airframe Systems ( <b>T</b> )	3	3	4
AMT 155	Airframe Assembly and Rigging ( <b>T</b> )	3	4	5
AMT 160	Airframe Inspection ( <b>T</b> )	1	3	2
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
Semester 4				
AMT 191	Part-Time Cooperative Education 1: Aviation Maintenance Technology ( <b>T</b> )	1	20	1
ENG 104	English Composition 2: Technical Communication ( <b>G</b> )	3	0	3
AMT 201	Powerplant Maintenance 1 ( <b>T</b> )	4	6	6
AMT 215	Aircraft Propellers ( <b>T</b> )	3	3	4
Semester 5				
AMT 192	Part-Time Cooperative Education 2: Aviation Maintenance Technology ( <b>T</b> )	1	20	1

AMT 202	Powerplant Maintenance 2 ( T )	4	6	6
AMT 205	Starting and Ignition Systems ( T )	3	4	5
<b>Semester 6</b>				
AMT 193	Part-Time Cooperative Education 3: Aviation Maintenance Technology ( T )	1	20	1
AMT 203	Powerplant Maintenance 3 ( T )	4	6	6
AMT 210	Engine Fuel and Lubrication Systems ( T )	4	6	6
PHI 110	Ethics ( G )	3	0	3
Total Credits:		76	144	108

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Aviation Mechanics Airframe Certificate (AVAC)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab Credits</b>	
AMT 100	Aviation Standard Practices	4	6	6
AMT 105	Aircraft Orientation	2	5	4
AMT 110	Aircraft Electricity	3	3	4
AMT 115	Aircraft Weight and Balance	3	3	4
MAT 121	Technical Algebra and Geometry with Statistics	2	2	3
<b>Semester 2</b>				
AMT 120	Aircraft Non-Metal Structures	3	4	5
AMT 130	Aircraft Welding Processes	2	2	3
AMT 135	Aircraft Landing Gear Systems	3	5	5
AMT 140	Airframe Electrical Systems	4	4	6
PHY 115	Aviation Maintenance Physics	3	3	4
<b>Semester 3</b>				
AMT 125	Aircraft Metal Structures	3	5	5
AMT 145	Airframe Electronic Systems	2	1	2
AMT 150	Airframe Systems	3	3	4
AMT 155	Airframe Assembly and Rigging	3	4	5
AMT 160	Airframe Inspection	1	3	2
ENG 101	English Composition 1	3	0	3
Total Credits:		44	53	65

## Aviation Mechanics Powerplant Certificate (AVPC)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab Credits</b>	
AMT 100	Aviation Standard Practices	4	6	6
AMT 105	Aircraft Orientation	2	5	4
AMT 110	Aircraft Electricity	3	3	4
AMT 115	Aircraft Weight and Balance	3	3	4
MAT 121	Technical Algebra and Geometry with Statistics	2	2	3
<b>Semester 2</b>				
AMT 201	Powerplant Maintenance 1	6	4	8
AMT 215	Aircraft Propellers	2	2	4
PHY 115	Aviation Maintenance Physics	3	3	4
<b>Semester 3</b>				
AMT 202	Powerplant Maintenance 2	5	5	7
AMT 205	Starting and Ignition Systems	3	4	5
ENG 101	English Composition 1	3	0	3
<b>Semester 4</b>				
AMT 203	Powerplant Maintenance 3	4	2	5
AMT 210	Engine Fuel and Lubrication Systems	5	5	7
Total Credits:		45	44	64

## Faculty

### Program Chair/Advisor

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### Co-op Coordinator

Professor Kimberly Richards, PhD  
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## Avionics Certificate (AVONC)

### Avionics Certificate (AVONC)

The Avionics Certificate provides advanced skills in aviation electronics for students who are FAA-certified aviation mechanics.

Students who complete the certificate successfully are able to troubleshoot and repair various systems in a flight-line environment, including onboard computers, automatic pilot, instrument navigation and communication equipment, and powerplant electronic control systems.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

### Avionics Certificate (AVONC)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab Credits</b>	
AMT 100	Aviation Standard Practices	4	6	6
AMT 105	Aircraft Orientation	2	5	4

AMT 110	Aircraft Electricity	3	3	4
AMT 115	Aircraft Weight and Balance	3	3	4
MAT 121	Technical Algebra and Geometry with Statistics	2	2	3

**Semester 2**

AMT 140	Airframe Electrical Systems	4	4	6
AMT 150	Airframe Systems	3	3	4
AMT 155	Airframe Assembly and Rigging	3	4	5
PHY 115	Aviation Maintenance Physics	3	3	4

**Semester 3**

AMT 271	Avionics 1	3	2	4
ENG 101	English Composition 1	3	0	3

**Semester 4**

AMT 272	Avionics 2	3	2	4
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Total Credits:		36	37	51
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**Faculty****Program Chair/Advisor**

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**Chemical and Environmental Engineering Technologies**

Chemistry plays a major role in the advancement of society and in improving our lives. Without chemistry, there would be no pharmaceutical products, computers, automobiles, TVs, DVDs, lights, synthetic fibers, and many other items essential to modern living.

Although our society benefits from chemical advances, there are also serious repercussions. For example, in some areas toxic and corrosive chemicals have overloaded our atmosphere, water, and soil with pollutants and toxic waste.

In response to increased awareness of these problems and the need for responsible stewardship of the earth, the demand for environmental and chemical professionals has grown considerably. These specialists develop and use technology in an environmentally responsible manner, and also correct problems created by past practices.

Degree programs in the Chemical and Environmental Engineering Technologies Department at Cincinnati State include:

- Chemical Technology (CMT)
- Environmental Engineering Technology (EVT)
- Environmental Engineering Technology - Stormwater Management Major (EVTS)
- Environmental Engineering Technology - Water and Wastewater Major (EVTW)

These programs prepare technicians, research associates, analysts, and other professionals to conduct chemical analysis using sophisticated methodologies and state-of-the-art instrumentation and

equipment, to promote new technologies, and to preserve and improve environmental quality.

Program graduates are prepared to successfully pursue baccalaureate degrees and to enter the workforce and advance professionally in technical and management positions in industry locally and elsewhere.

The department also offers a certificate in Environmental Safety and Security (EVTSC).

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

**Chemical Technology (CMT)****Chemical Technology (CMT)**

Chemical technicians use sophisticated chemical/biochemical methods and cutting-edge instrumentation to analyze chemical and pharmaceutical substances and evaluate their properties.

The Chemical Technology degree program prepares students to become laboratory technicians or research associates in high-tech research and development or quality control laboratories, academic institutions, and government facilities. Graduates often are employed in chemical manufacturing, polymer/plastic labs, or food/beverage, pharmaceutical, or environmental industries and organizations.

Graduates of the Chemical Technology program earn an Associate of Applied Science degree, and many continue their education in a bachelor's degree program in chemistry, biology/biotechnology, chemical engineering, or a pre-professional degree such as pre-pharmacy, pre-medicine, pre-dental, or pre-veterinary medicine.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Chemical Technology (CMT)**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
CMT 111	Chemical Technology 1 ( T )	0	3	1
CHE 121	General Chemistry 1	4	3	5
	& CHE 131 and General Chemistry 1 Lab ( G )			
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
MAT XXX	Mathematics Elective 1 ( G )	3	2	4
XXX XXX	Arts/ Humanities or Social/ Behavioral Sciences Elective ( G )	3	0	3



**Semester 2**

CMT 112	Chemical Technology 2 ( T)	0	3	1
CHE 111	Bio-Organic Chemistry ( B)	3	3	4
CHE 122 & CHE 132	General Chemistry 2 and General Chemistry 2 Lab ( B)	4	3	5
MAT XXX Mathematics Elective 2 ( B)		3	2	4

**Semester 3**

CMT 291	Full-Time Cooperative Education 1: Chemical Technology ( T)	1	40	2
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**Semester 4**

CMT 220	Analytical Chemistry ( T)	3	3	4
COMM 110	Public Speaking ( B)	3	0	3
ENG 10X English Composition Elective ( G)		3	0	3
XXX XXX Technical Elective 1 ( T)		2	3	3
XXX XXX Science Elective 1 ( T)		3	3	4

**Semester 5**

CMT 230	Chemical Instrumental Analysis ( T)	3	3	4
CMT 285	Chemical Research ( T)	1	0	1
XXX XXX Science Elective 2 ( T)		3	3	4
XXX XXX Technical Elective 2 ( T)		1	2	2
XXX XXX Technical Elective 3 ( T)		1	2	2

**Semester 6**

CMT 292	Full-Time Cooperative Education 2: Chemical Technology ( T)	1	40	2
Total Credits:		49	118	65

**Electives****First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**Mathematics Electives**

Take one of the following series:

MAT 125 Algebra and Trigonometry  
& MAT 126 and Functions and Calculus \*

Or

MAT 151 College Algebra  
& MAT 152 and Trigonometry

Or

MAT 251 Calculus 1  
& MAT 252 and Calculus 2

**Arts/Humanities Elective or Social/Behavioral Science Elective**

Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE 3  
or, Any CRJ, ECO, GEO, HST, POL, PSY, SOC 3

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

**Technical Electives**

CHE 201 & CHE 211	Organic Chemistry 1 and Organic Chemistry 1 Lab	5
CHE 202 & CHE 212	Organic Chemistry 2 and Organic Chemistry 2 Lab	5
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 253	Calculus 3	5

or, Any of the following courses, if not used as Mathematics  
elective:

MAT 251	Calculus 1	5
MAT 252	Calculus 2	5

or, Any BIO or PHY listed in Science Electives, if not used as  
Science Elective

or, Any EVT, CET, EET, EMET, MET, PSET, SET

**Science Electives**

Select one of the following series:

BIO 131 & BIO 132	Biology 1 and Biology 2	
PHY 151 & PHY 152	Physics 1: Algebra and Trigonometry-Based and Physics 2: Algebra and Trigonometry- Based	
PHY 201 & PHY 202	Physics 1: Calculus-Based and Physics 2: Calculus-Based	

or, Any two of the following courses:

EVS 110	Environmental Science: Conservation and Cleanup	
EVS 120	Environmental Geology	
EVS 130	Environmental Science: Ecology and Ecosystems	

\* Students choosing this series must take MAT 126 prior to or  
concurrently with CHE 122.

The letters G, B, and T (displayed after course titles or elective  
descriptions) identify types of courses required by the Ohio  
Department of Higher Education as part of an associate's degree  
curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum



## Faculty

### Program Chair/Advisor

Professor Ann Fallon, MS  
ann.fallon@cincinnatiastate.edu

### Co-op Coordinator

Sue Dolan, MEd  
sue.dolan@cincinnatiastate.edu

## Environmental Engineering Technology (EVT)

### Environmental Engineering Technology (EVT)

Environmental issues affect our health and our communities, as well as the sustainability of future generations and the earth itself.

Environmental concerns directly affect the operations of all types of industries, including parks and forest services, transportation, chemical facilities, defense and energy, construction, and, of course, environmental services.

Graduates of the Environmental Engineering Technology program earn an Associate of Applied Science degree and are prepared to enter positions in a wide range of industries, environmental restoration sites, government agencies, laboratories, consulting firms, and conservation districts.

Most curriculum courses, not including cooperative education courses, meet Ohio Environmental Protection Agency requirements for license renewal (U.S. EPA External Provider).

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Environmental Engineering Technology (EVT)

Semester 1		Lec	Lab	Credits
EVT 105	Environmental Sampling ( B )	2	3	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
CHE XXX	Chemistry Elective ( B )	3	3	4
MAT XXX	Mathematics Elective 1 ( G )	4	0	4
ENG 101	English Composition 1 ( G )	3	0	3
EVS 110	Environmental Science: Conservation and Cleanup ( G )	3	2	4

#### Semester 2

EVT 170	Water and Wastewater Treatment and Analysis ( T )	3	3	4
EVT 140	Environmental Regulations and Permits ( T )	1	2	2
EVT 160	Solid and Hazardous Waste Management ( T )	2	3	3
MAT XXX	Mathematics Elective 2 ( B )	4	0	4
EVT 150	Environmental Chemistry ( B )	2	3	3
<b>Semester 3</b>				
XXX XXX	Cooperative Education Elective ( T )	1	40	2
<b>Semester 4</b>				
EVT 240	Fluid Mechanics ( T )	3	3	4
EVS 120	Environmental Geology ( T )	3	2	4
EVT 220	Air Pollution Control ( T )	2	3	3
EVT 230	Treatment Technologies ( T )	2	2	3
<b>Semester 5</b>				
EVT 292	Full-Time Cooperative Education 2: Environmental Engineering Technology ( T )	1	40	2
<b>Semester 6</b>				
EVT 155	Site Mapping and GIS ( T )	2	3	3
XXX XXX	Statistics Elective ( T )	1	2	2
ENG 10X	English Composition Elective ( G )	3	0	3
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective ( G )	3	0	3
XXX XXX	Technical Elective ( T )	1	2	2
Total Credits:		50	116	66

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Chemistry Elective

CHE 110	Fundamentals of Chemistry	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5

### Mathematics Electives

Select one the following series:

MAT 125 & MAT 126	Algebra and Trigonometry and Functions and Calculus	
Or		
MAT 151 & MAT 152	College Algebra and Trigonometry	
Or		
MAT 251 & MAT 252	Calculus 1 and Calculus 2	
<b>Cooperative Education Elective</b>		2
Select one of the following:		
CIT 190 & EVT 191	Career Preparation: Engineering and Information Technologies and Part-Time Cooperative Education 1: Environmental Engineering Technology	
EVT 191 & EVT 192	Part-Time Cooperative Education 1: Environmental Engineering Technology and Part-Time Cooperative Education 2: Environmental Engineering Technology	
EVT 291	Full-Time Cooperative Education 1: Environmental Engineering Technology	
<b>Statistics Elective</b>		
EVT 180	Environmental Statistics	2
MAT 131	Statistics 1	3
<b>English Composition Elective</b>		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
<b>Arts/Humanities Elective or Social/Behavioral Science Elective</b>		
Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE or, Any CRJ, ECO, GEO, HST, POL, PSY, SOC		3
<b>Technical Elective</b>		
Any CET, CMT, EVS, EVT, LH, or other course approved by Program Chair		2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair

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ann.gunkel@cincinnati.state.edu

### Co-op Coordinators

Jennifer Geiger, BS  
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James (Doug) Woodruff, MBA

james.woodruff@cincinnati.state.edu

### Advisor

Professor Ann Fallon, MS  
ann.fallon@cincinnati.state.edu

## Environmental Engineering Technology - Stormwater Management (EVTS)

### Environmental Engineering Technology —Stormwater Management Major (EVTS)

The Environmental Engineering Technology - Stormwater Management Major prepares students to apply emerging technologies related to stormwater control. As water quality regulations become more stringent, environmental engineers and technicians must gain knowledge of stormwater management practices, including methods for targeting specific pollutants in order to maximize benefits to the watershed.

Graduates earn an Associate of Applied Science degree. Courses focus on environmental mapping, watershed management, stormwater management technologies, and restoration ecology. The program also stresses effectively applying various stormwater management practices.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

### Environmental Engineering Technology —Stormwater Management Major (EVTS)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
EVT 105	Environmental Sampling ( <b>B</b> )	2	3	3
EVS 110	Environmental Science: Conservation and Cleanup ( <b>G</b> )	3	2	4
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
CHE XXX	Chemistry Elective ( <b>B</b> )	3	3	4
MAT XXX	Mathematics Elective 1 ( <b>G</b> )	4	0	4
<b>Semester 2</b>				
EVT 150	Environmental Chemistry ( <b>B</b> )	2	3	3
EVT 155	Site Mapping and GIS ( <b>T</b> )	2	3	3
EVT 175	Watershed Management ( <b>T</b> )	2	3	3
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3

EVS 120	Environmental Geology ( T)	3	2	4
<b>Semester 3</b>				
XXX XXX	Cooperative Education Elective ( T)	1	40	2
MAT XXX	Mathematics Elective 2 ( B)	4	0	4
<b>Semester 4</b>				
EVT 140	Environmental Regulations and Permits ( T)	1	2	2
EVT 225	Environmental Mapping ( T)	2	2	3
EVT 240	Fluid Mechanics ( T)	3	3	4
ENG 10X	English Composition Elective ( G)	3	0	3
XXX XXX	Technical Elective ( T)	1	2	2
<b>Semester 5</b>				
EVT 170	Water and Wastewater Treatment and Analysis ( T)	3	3	4
EVT 255	Stormwater Control Technologies ( T)	2	2	3
EVT 235	Stormwater Management ( T)	2	2	3
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective ( G)	3	0	3
<b>Semester 6</b>				
EVT 292	Full-Time Cooperative Education 2: Environmental Engineering Technology ( T)	1	40	2
Total Credits:		51	115	67

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Chemistry Elective

CHE 110	Fundamentals of Chemistry	4
CHE 121	General Chemistry 1	5
& CHE 131	and General Chemistry 1 Lab	

### Mathematics Electives 8

Select one of the following series:

MAT 125	Algebra and Trigonometry
& MAT 126	and Functions and Calculus
Or	
MAT 151	College Algebra
& MAT 152	and Trigonometry

Or

MAT 251	Calculus 1
& MAT 252	and Calculus 2

### Cooperative Education Elective 2

Select one of the following:

CIT 190	Career Preparation: Engineering and Information Technologies	
& EVT 191	and Part-Time Cooperative Education 1: Environmental Engineering Technology	
EVT 191	Part-Time Cooperative Education 1: Environmental Engineering Technology	
& EVT 192	and Part-Time Cooperative Education 2: Environmental Engineering Technology	
EVT 291	Full-Time Cooperative Education 1: Environmental Engineering Technology	

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Technical Elective

Any EVT, EVS, CIT, LH, or other course approved by Program Chair	2
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### Arts/Humanities Elective or Social/Behavioral Science Elective

Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE or, Any CRJ, ECO, GEO, HST, POL, PSY, SOC	3
	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

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T = Technical course in this curriculum

## Faculty

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James (Doug) Woodruff  
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### Advisor

Professor Ann Fallon, MS  
ann.fallon@cincinnatiastate.edu

# Environmental Engineering Technology - Water and Wastewater Major (EVTW)

## Environmental Engineering Technology—Water and Wastewater Major (EVTW)

The Environmental Engineering Technology - Water and Wastewater Major emphasizes water and wastewater treatment, and the operation and design of water and wastewater treatment facilities. Courses focus on biological, physical, and chemical treatment processes; collection and distribution systems; calculations for water and wastewater personnel, safety, and statistics; and quality assurance and control.

Graduates of the Environmental Engineering Technology—Water and Wastewater Major earn an Associate of Applied Science degree and are prepared to work at municipal water and wastewater treatment plants; industrial wastewater treatment facilities; federal, state, and local government agencies; private civil and environmental engineering consulting firms; and water and wastewater analytical labs.

Most curriculum courses, not including cooperative education courses, meet Ohio Environmental Protection Agency requirements for license renewal (U.S. EPA External Provider).

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Environmental Engineering Technology—Water and Wastewater Major (EVTW)

Semester 1		Lec	Lab	Credits
EVT 105	Environmental Sampling ( B )	2	3	3
EVS 110	Environmental Science: Conservation and Cleanup ( G )	3	2	4
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
CHE XXX	Chemistry Elective ( B )	4	0	4
MAT XXX	Mathematics Elective 1 ( G )	4	0	4
Semester 2				
EVT 140	Environmental Regulations and Permits ( T )	1	2	2
EVT 150	Environmental Chemistry ( B )	2	3	3
EVT 170	Water and Wastewater Treatment and Analysis ( T )	3	3	4
MAT XXX	Mathematics Elective 2 ( B )	4	0	4

EVT 16X	Calculations for Operators Elective ( T )	2	2	3
Semester 3				
XXX XXX	Cooperative Education Elective ( T )	1	40	2
Semester 4				
EVT 185	Supervisory Management in Environmental Fields ( T )	1	2	2
EVT 215	Utilities Safety and Security ( T )	1	2	2
EVT 230	Treatment Technologies ( T )	2	2	3
EVT 240	Fluid Mechanics ( T )	3	3	4
EVT 24X	Operations of Treatment Plants Elective ( T )	2	2	3
Semester 5				
EVT 292	Full-Time Cooperative Education 2: Environmental Engineering Technology ( T )	1	40	2
Semester 6				
EVT 155	Site Mapping and GIS ( T )	2	3	3
EVT 250	Water Collection and Distribution Systems ( T )	2	2	3
ENG 10X	English Composition Elective ( G )	3	0	3
XXX XXX	Statistics Elective ( T )	1	2	2
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective ( G )	3	0	3
Total Credits:		51	113	67

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Chemistry Elective

CHE 110	Fundamentals of Chemistry	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5

### Mathematics Electives

Select one of the following series:

MAT 125 Algebra and Trigonometry  
& MAT 126 and Functions and Calculus

Or

MAT 151 College Algebra  
& MAT 152 and Trigonometry

Or

MAT 251 Calculus 1  
& MAT 252 and Calculus 2

#### Calculations for Operators Elective

EVT 165 Calculations for Water Operators 3

EVT 166 Calculations for Wastewater Operators 3

**Cooperative Education Elective** 2

Select one of the following:

CIT 190 Career Preparation: Engineering and Information  
& EVT 191 Technologies  
and Part-Time Cooperative Education 1:  
Environmental Engineering Technology

EVT 191 Part-Time Cooperative Education 1:  
& EVT 192 Environmental Engineering Technology  
and Part-Time Cooperative Education 2:  
Environmental Engineering Technology

EVT 291 Full-Time Cooperative Education 1:  
Environmental Engineering Technology

#### Operations of Treatment Plants Elective

EVT 245 Operation of Water Treatment Plants 3

EVT 246 Operation of Wastewater Treatment Plants 3

#### English Composition Elective

ENG 102 English Composition 2: Contemporary Issues 3

ENG 103 English Composition 2: Writing about Literature 3

ENG 104 English Composition 2: Technical  
Communication 3

ENG 105 English Composition 2: Business Communication 3

#### Statistics Elective

EVT 180 Environmental Statistics 2

MAT 131 Statistics 1 3

#### Arts/Humanities Elective or Social/Behavioral Science Elective

Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE 3

or, Any CRJ, ECO, GEO, HST, POL, PSY, SOC 3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Ann Gunkel, PhD  
ann.gunkel@cincinnati.state.edu

## Co-op Coordinators

Jennifer Geiger, BS  
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James (Doug) Woodruff, MBA  
james.woodruff@cincinnati.state.edu

## Advisor

Professor Ann Fallon, MS  
ann.fallon@cincinnati.state.edu

## Environmental Safety and Security Certificate (EVTSC)

### Environmental Safety and Security Certificate (EVTSC)

The Environmental Safety and Security Certificate develops skills that are used in fields associated with protecting the nation during natural disaster, war, or terrorist attack. These career areas include disaster preparedness, utilities safety and security, transportation safety and security, law enforcement, and research.

Additionally, graduates of this certificate program can help prepare staff members who ensure the safety of personnel in business, government, and educational organizations.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

### Environmental Safety and Security Certificate (EVTSC)

Semester 1		Lec	Lab	Credits
EVT 105	Environmental Sampling	2	3	3
EVS 110	Environmental Science: Conservation and Cleanup	3	2	4
CHE 110	Fundamentals of Chemistry	3	3	4
EVT 220	Air Pollution Control	2	3	3
Semester 2				
EVT 160	Solid and Hazardous Waste Management	2	3	3
EVT 170	Water and Wastewater Treatment and Analysis	3	3	4
EVT 215	Utilities Safety and Security	1	2	2
EVT 257	Environmental Risk Assessment	1	2	2
Semester 3				
EVT 187	Materials Transportation Safety and Security	1	2	2
EVT 237	Environmental Impact of Weapons of Mass Destruction	1	2	2
EVT 247	Advanced Sampling and Analysis	1	2	2
Total Credits:		20	27	31

## Faculty

### Program Chair/Advisor

Professor Ann Gunkel, PhD  
ann.gunkel@cincinnati.edu

## Civil Engineering Technologies

Civil engineering deals with the planning, design, construction, and maintenance of buildings, houses, roads, bridges, and public utilities. Every construction project involves civil engineers and support technicians engaged in many different capacities, including design, supervision, and inspection.

Civil engineering technology harnesses the power of advanced computer technologies in the fields of visualization, measurement, and planning to deliver high quality projects. The civil engineering technician is constantly adapting the latest technological tools to solve problems that serve clients and the public at large.

The Civil Engineering Technologies Department at Cincinnati State offers three programs leading to an associate's degree:

- **The Architectural option (CETA)**  
f (<http://catalog.cincinnati.edu/academicdivisionsanddegreeandcertificateprograms/centerforinnovativetechnologies/civilengineeringtechnologies/nextcatalog.cincinnati.edu/academicdivisionsanddegreeandcertificateprograms/centerforinnovativetechnologies/civilengineeringtechnologies/cetao>) focuses on the design of building systems, including lighting, HVAC, mechanical, and electrical systems. Graduates use their expertise in computer-aided drafting (CAD) to modify and finalize an architect's or engineer's detailed design plan.
- **The Construction Management option (CETC)** concentrates on understanding project documentation, building methods and materials, estimating, scheduling, and team dynamics. Graduates have the skills necessary to successfully deliver a construction project.
- **The Surveying option (CETS)** emphasizes operation of state-of-the-art surveying equipment and computer software to collect data and propose solutions in boundary resolution, subdivision design, construction layout, and control networks.

All of these programs prepare graduates to successfully pursue a bachelor's degree in a related academic area, and to enter the workforce and advance professionally through technical and management positions in industry.

Courses are scheduled to meet the needs of traditional full-time students as well as part-time students, who can earn an associate's degree while attending classes two nights per week.

The department also offers certificates for educational and professional advancement in surveying.

- **The Advanced Land Surveying Certificate (ASC)** serves as a conduit for graduates of an accredited associate's degree surveying program to earn a surveying-focused bachelor's degree at Northern Kentucky University.
- **The Land Surveying Certificate (LSC)** is designed for graduates and students in bachelor's degree civil engineering programs who

wish to be eligible for the professional surveyor examinations in the State of Ohio.

The Civil Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 415 N. Charles St., Baltimore, MD 21202-4012, phone (410) 347-7700 and has received an Ohio Board of Regents Program Excellence Award.

Additionally, the Construction Management major has earned accreditation from the American Council for Construction Education (ACCE), making it the only program in the United States to hold both accreditations.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Architectural Option (CETAO)

### Civil Engineering Technology— Architectural Option (CETAO)

The Civil Engineering Technology - Architectural Option prepares graduates to bridge the gap between the architect and design engineer by assisting in the design of architectural, mechanical, electrical, and lighting systems for buildings. Architectural technicians fill support positions in various architectural and engineering firms, and provide an important interface between the architect and the project engineer.

Graduates earn an Associate of Applied Science degree. To prepare students for the current needs of the profession, the curriculum provides fundamental knowledge of building information modeling and computer aided design (CAD) using Revit Architecture and Revit MEP software for design and construction of architectural, mechanical and lighting systems.

In addition, students gain knowledge of construction methods and principles, architectural drafting and design, and the structural design involved in building construction.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Civil Engineering Technology— Architectural Option (CETA)

Semester 1		Lec	Lab	Credits
CET 100	Introduction to Civil Engineering Technology ( <b>B</b> )	2	2	3
CET 105	Introduction to Surveying ( <b>B</b> )	2	3	3
CET 115	Architectural Drafting and Computer Aided Design ( <b>B</b> )	2	4	4
MAT 125	Algebra and Trigonometry ( <b>G</b> )	3	2	4
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
Semester 2				
CET 120	Advanced Computer Aided Design: Revit Architecture ( <b>T</b> )	3	3	4



CET 125	Statics and Strength of Materials (CET) ( <b>T</b> )	3	3	4
CET 130	Building Codes and Materials ( <b>T</b> )	2	2	3
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
MAT 126	Functions and Calculus	3	2	4

**Semester 3**

CET 291	Full-Time Cooperative Education 1: Civil Engineering Technology	1	40	2
COMM 110	Public Speaking	3	0	3
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3

**Semester 4**

CET 205	Architectural Design and 3D Modeling: Revit Architecture ( <b>T</b> )	3	3	4
CET 210	Lighting and Electrical Systems Design ( <b>T</b> )	2	3	3
CET 215	Mechanical and HVAC Systems Design ( <b>T</b> )	2	3	3
PHY 151	Physics 1: Algebra and Trigonometry-Based	3	3	4

**Semester 5**

CET 292	Full-Time Cooperative Education 2: Civil Engineering Technology	1	40	2
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**Semester 6**

CET 200	Structural Design ( <b>T</b> )	3	3	4
CET 220	3D Modeling: Revit MEP and Revit Structure ( <b>T</b> )	2	3	3
CET 280	Civil Engineering Technology Architectural Capstone ( <b>T</b> )	2	5	4
ECO 110	Principles of Macroeconomics ( <b>G</b> )	3	0	3

Total Credits:		52	124	71
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**Electives****First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chair**

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**Co-op Coordinators**

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**Advisor**

Professor Elias Feghali, BS  
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**Construction Management Option (CETCO)****Civil Engineering Technology—Construction Management Option (CETCO)**

The Civil Engineering Technology - Construction Management Option prepares graduates to coordinate and supervise the construction process from design through construction while meeting schedule, cost, and quality goals.

Graduates earn an Associate of Applied Science degree, and gain thorough understanding of project documentation, building methods and materials, estimating, scheduling, and team dynamics. Graduates also are well-versed in computer-integrated construction, and the practices and methods used throughout residential, commercial, and industrial construction.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Civil Engineering Technology—Construction Management Option (CETC)**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
CET 100	Introduction to Civil Engineering Technology ( <b>B</b> )	2	2	3
CET 105	Introduction to Surveying ( <b>B</b> )	2	3	3
CET 115	Architectural Drafting and Computer Aided Design ( <b>B</b> )	2	4	4
MAT 125	Algebra and Trigonometry ( <b>G</b> )	3	2	4
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
<b>Semester 2</b>				

CET 110	Advanced Surveying and Construction Layout ( <b>T</b> )	2	3	3
CET 120	Advanced Computer Aided Design: Revit Architecture ( <b>T</b> )	3	3	4
CET 135	Construction Estimating ( <b>T</b> )	2	2	3
CET 225	Building Construction ( <b>T</b> )	2	2	3
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
<b>Semester 3</b>				
COMM 110	Public Speaking ( <b>B</b> )	3	0	3
MAT 126	Functions and Calculus ( <b>B</b> )	3	2	4
CET 291	Full-Time Cooperative Education 1: Civil Engineering Technology ( <b>T</b> )	1	40	2
<b>Semester 4</b>				
CET 125	Statics and Strength of Materials (CET) ( <b>T</b> )	3	3	4
CET 230	Construction Management ( <b>T</b> )	2	2	3
CET 235	Construction Scheduling ( <b>T</b> )	2	3	3
CET 240	Cost Engineering ( <b>T</b> )	2	2	3
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
<b>Semester 5</b>				
PHY 151	Physics 1: Algebra and Trigonometry-Based ( <b>G</b> )	3	3	4
CET 292	Full-Time Cooperative Education 2: Civil Engineering Technology ( <b>T</b> )	1	40	2
<b>Semester 6</b>				
CET 200	Structural Design ( <b>T</b> )	3	3	4
CET 245	Building Information Models for Construction ( <b>T</b> )	1	3	2
CET 285	Civil Engineering Technology Construction Management Capstone ( <b>T</b> )	2	3	3
ECO 110	Principles of Macroeconomics ( <b>G</b> )	3	0	3
XXX XXX	Business Elective ( <b>B</b> )	3	0	3
Total Credits:		57	125	77

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Business Elective

Any ACC, FIN, MGT, MKT

3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Carol Morman, PE, PS, MS  
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### Co-op Coordinators

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### Evening Student Advisor

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elias.feghali@cincinnatiatstate.edu

## Surveying Option, Advanced Surveying Certificate, Land Surveying Certificate (CETSO, ASC, LSC)

### Civil Engineering Technology—Surveying Option (CETSO)

A surveyor enjoys diverse responsibilities as part of his or her everyday routine. Many surveying technicians work outside collecting data, establishing control points, and determining boundary locations. Others work inside an engineering office helping with site design activities and developing plans while using the field data.

Graduates of the Civil Engineering Technology - Surveying Option earn an Associate of Applied Science degree. Coursework includes operating state-of-the-art surveying equipment and computer software, in conjunction with fundamentals of civil engineering and site design. Students also gain specialized knowledge of boundary resolution, subdivision design, geographic information systems (GIS), and global positioning systems (GPS).

### Advanced Surveying Certificate (ASC)

The Advanced Surveying Certificate at Cincinnati State, offered in cooperation with Northern Kentucky University, is for graduates of the Civil Engineering Technology—Surveying Option (CETS) or other related associate's degree programs, and serves as the third year of a bachelor's degree program at Northern Kentucky University or the University of Cincinnati.

The certificate program has been approved by the State Boards of Registration in Ohio, Indiana, and Kentucky.

Most courses in the certificate are offered through online education, including classes in geographic information systems (GIS), global positioning systems (GPS), and legal topics.

Students should check with their state licensing board for possible changes to specific requirements before taking any coursework.

Graduates of other associate's degree programs must complete all prerequisite material in the Cincinnati State CETS program prior to acceptance into the certificate program.

Prospective students must meet with the certificate advisor prior to admission to the program.

## Land Surveying Certificate (LSC)

The Land Surveying Certificate is for students enrolled in or who have graduated from a bachelor's degree civil engineering programs who wish to pursue Professional Surveying registration in Ohio, Kentucky, or Indiana.

The certificate program offers designated courses required by the Board of Registration for Professional Engineers and Surveyors in these states to qualify for the surveying fundamentals examination.

The certificate program courses are offered in the evening and may be completed in consecutive semesters.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Civil Engineering Technology— Surveying Option (CETS)

Semester 1		Lec	Lab	Credits
CET 100	Introduction to Civil Engineering Technology ( <b>B</b> )	2	2	3
CET 105	Introduction to Surveying ( <b>B</b> )	2	3	3
CET 115	Architectural Drafting and Computer Aided Design ( <b>B</b> )	2	4	4
MAT 125	Algebra and Trigonometry ( <b>G</b> )	3	2	4
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
Semester 2				
CET 110	Advanced Surveying and Construction Layout ( <b>T</b> )	2	3	3
CET 120	Advanced Computer Aided Design: Revit Architecture ( <b>T</b> )	3	3	4
CET 125	Statics and Strength of Materials (CET) ( <b>T</b> )	3	3	4
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
MAT 126	Functions and Calculus ( <b>B</b> )	3	2	4
Semester 3				

CET 291	Full-Time Cooperative Education 1: Civil Engineering Technology ( <b>T</b> )	1	40	2
PHY 151	Physics 1: Algebra and Trigonometry-Based ( <b>G</b> )	3	3	4
Semester 4				
CET 251	Elements of Land Surveying 1 ( <b>T</b> )	3	2	4
CET 250	Route Location and Design ( <b>T</b> )	3	2	4
CET 255	Land Information Modeling ( <b>T</b> )	2	3	3
ECO 110	Principles of Macroeconomics ( <b>G</b> )	3	0	3
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
Semester 5				
CET 252	Elements of Land Surveying 2 ( <b>T</b> )	3	3	4
CET 260	Control Surveying ( <b>T</b> )	3	3	4
CET 292	Full-Time Cooperative Education 2: Civil Engineering Technology ( <b>T</b> )	1	40	2
Semester 6				
CET 265	Subdivision Design and Drainage Control ( <b>T</b> )	3	3	4
CET 290	Civil Engineering Technology Surveying Capstone ( <b>T</b> )	1	6	3
COMM 110	Public Speaking ( <b>B</b> )	3	0	3
Total Credits:		56	127	76

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Advanced Surveying Certificate (ASC)

**Program Prerequisites:** Graduate from the Cincinnati State Civil Engineering Technologies Surveying Option, or complete comparable coursework. Meet with the certificate advisor prior to admission to the program.

Most required courses are offered via online education.

Semester 1		Lec	Lab	Credits
CET 267	Surveying Laws and Ethics	4	0	4
CET 277	Survey Calculations and Statistics	4	0	4
CET 266	Surveying History in Ohio, Kentucky, and Indiana ( T )	4	0	4
Semester 2				
XXX XXX	Science Elective	3	0	3
Semester 3				
CET 287	Geospatial Surveying	4	0	4
Total Credits:		19	0	19

#### Science Elective

BIO 131	Biology 1	5		
CHE 110	Fundamentals of Chemistry	4		
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5		
EVS 120	Environmental Geology	4		
LH 130	Woody Plant Materials	3		
PHY 152	Physics 2: Algebra and Trigonometry-Based	4		
PSC 105	Astronomy	4		
PSC 110	Earth Science	4		

Note: Students seeking Surveyor Registration in Indiana must complete (or have previously completed) these courses: MAT 251 (Calculus 1), and six semester hours from the following areas: Freshman Chemistry, Astronomy, Geology, or Dendrology (Woody Plants).

## Land Surveying Certificate (LSC)

**Program Prerequisite:** Enrolled in or a graduate of a four-year Civil Engineering degree program.

This program meets the Ohio State Board of Registration for Professional Engineering and Surveyors requirements for education needed to become eligible for the registration exam for professional surveyors.

Semester 1		Lec	Lab	Credits
CET 251	Elements of Land Surveying 1	3	2	4
CET 267	Surveying Laws and Ethics	4	0	4
CET 266	Surveying History in Ohio, Kentucky, and Indiana ( T )	4	0	4
Semester 2				
CET 252	Elements of Land Surveying 2	3	3	4
CET 260	Control Surveying	3	3	4
Semester 3				
XXX XXX	Technical Elective 1	3	0	3
XXX XXX	Technical Elective 2	3	0	3
Semester 4				

CET 250	Route Location and Design	3	2	4
CET 2XX	Surveying Elective	4	0	4
Total Credits:		30	10	34

## Electives

### Technical Electives

Students seeking registration in Indiana are required to take:

MAT 251	Calculus 1 & PHY 152	and Physics 2: Algebra and Trigonometry-Based
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Students seeking registration in Ohio or Kentucky choose technical electives based the following criteria:

Select Civil Engineering Technology (CET) courses or other courses approved by Program Chair

### Surveying Elective

CET 277	Survey Calculations and Statistics	4
CET 287	Geospatial Surveying	4

## Faculty

### Program Chair/Advisor

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### Co-op Coordinators

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# Computer Software Development

The work done by Computer Software Development graduates plays a major role in our daily lives. Computer programming and database design and access provide users of computers with information resources; access to the internet for individual, public, and commercial uses; and control of systems used in varied businesses and industrial applications.

Computer Software Development at Cincinnati State includes four associate's degree programs, and a certificate program.

- **Business Programming and Systems Analysis (BPA)** focuses on applications of software development and business/systems analysis. Students gain technical skills in analysis, design, development, and deployment of computer-based information systems, including mobile systems.

- **Computer Programming and Database Management (CPDM)** prepares students to design, code, and implement various types of web and database applications using state-of-the-art development tools. All courses in this program can be completed online.
- **Health Information Technology (HIT)** is a collaborative effort of the Center for Innovative Technologies and the Health and Public Safety Division at Cincinnati State.  
Graduates are prepared for important roles in a number of healthcare settings, where their responsibilities can include implementing and managing systems for electronic medical records, designing and developing tools and systems to support clinical decision making and research, or developing standards for the exchange of medical data.  
The program offers two majors:
  - **Healthcare Informatics (HITHI)** - Students gain skills needed to assist organizations with meaningful and efficient use of healthcare data by incorporating information technologies and information management techniques.
  - **Healthcare Programming and Systems Analysis (HITPA)** - students gain knowledge and skills required to fulfill essential information technology roles in healthcare organizations, as software applications developers or analysts.
- **Software Engineering Technology (SET)** provides extensive training in computer programming as well as knowledge of electronics needed to control systems with computer software and interfaces.

All of the Computer Software Development degree programs prepare graduates to successfully enter the workforce and advance professionally in technical and management careers, or to continue their education in a bachelor's degree program.

The **Computer Software Development Certificate (CSDC)** is for experienced programmers looking to update or retool their skills, or for individuals preparing to enter the Information Technology field who already have a bachelor's degree in a different discipline.

The Certificate courses focus on software development skills needed in industry today, and all courses are available through online learning.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Business Programming and Systems Analysis (BPA)

### Business Programming and Systems Analysis (BPA)

The Business Programming and Systems Analysis degree program provides the skills required to plan, design, write, implement, and support computer software for varied industries and organizations.

Students gain knowledge of state-of-the-art programming languages and database management systems. Additionally, the team-oriented, project-based coursework familiarizes students with business process modeling, project management, and problem-solving skills.

Graduates earn an Associate of Applied Science degree and are well prepared to enter the workforce as skilled computer programmers or

to pursue a bachelor's degree in information systems or computer science.

Courses in the Business Programming and Systems Analysis program are offered using a variety of delivery methods, including fully online and traditional in-person classes, as well as hybrid classes that combine both methods.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Business Programming and Systems Analysis (BPA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
IT 110	HTML with CSS and JavaScript ( B )	2	3	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
XXX XXX	Arts/ Humanities Elective ( G )	3	0	3
IT 100	Computer Programming Foundations ( B )	2	3	3
Semester 2				
IT 101	.NET Programming 1 ( B )	2	3	3
IT 111	Database Design and SQL 1 ( B )	2	3	3
BPA 130	Business Systems Analysis and Design ( B )	2	3	3
ECO 1XX	Economics Elective ( G )	3	0	3
CIT 190	Career Preparation: Engineering and Information Technologies ( B )	1	0	1
Semester 3				
IT 102	.NET Programming 2 ( T )	2	3	3
IT 140	PHP and MySQL ( T )	3	3	4
IT 161	Java Programming 1 ( T )	2	3	3
IT 210	System Design and Implementation ( T )	2	3	3
Semester 4				
BPA 291	Full-Time Cooperative Education 1: Business Programming and Systems Analysis ( T )	1	40	2
XXX XXX	Technical Elective 1 ( T )	2	3	3
Semester 5				
IT 220	Emerging Topics in Computer Software Development ( T )	2	3	3



BPA 290	Business Programming and Systems Analysis Capstone ( T)	3	3	4
MAT XXX	Mathematics Elective ( G)	2	2	3
ENG 10X	English Composition Elective ( G)	3	0	3
IT 162	Java Programming 2 ( T)	2	3	3
<b>Semester 6</b>				
BPA 292	Full-Time Cooperative Education 2: Business Programming and Systems Analysis ( T)	1	40	2
XXX XXX	Technical Elective 2 ( T)	2	3	3
Total Credits:		48	124	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130 3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Economics Elective

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3

### Mathematics Elective

MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### Technical Electives

Take two courses from the following:

BPA 230	Mobile Application Development	4
BPA 240	Emerging Technologies: Web and Mobile Applications	4
BPA 211	Business Application Development 1: RPGLE/DB2	4
BPA 212	Business Application Development 2: RPGLE/DB2	4
CPDM 151	ASP.NET C# 1	3
CPDM 152	ASP.NET C# 2	3
IT 112	Database Design and SQL 2	4
NETC 121	Network Communications 1	3

NETC 122	Network Communications 2	3
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\* Students should consult with their advisor before registering for Technical Electives

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Robert Nields, MBA  
robert.nields@cincinnati.edu

### Co-op Coordinator

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnati.edu

# Computer Programming and Database Management (CPDM)

## Computer Programming and Database Management (CPDM)

The Computer Programming and Database Management degree prepares students to design, program, and implement computer software using state-of-the-art programming languages and database technologies.

Graduates of the program earn an Associate of Applied Science degree, and are prepared to use their technical knowledge as skilled computer programmers in varied industries and organizations. Many graduates continue their studies and earn a bachelor's degree.

All of the Computer Programming and Database Management courses are available online, which provides students with flexibility in completing their degree requirements.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Computer Programming and Database Management (CPDM)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G)	3	0	3
IT 110	HTML with CSS and JavaScript ( B)	2	3	3



FYE 1XX First Year Experience Elective (B)		1	0	1
XXX XXX Arts/ Humanities Elective (G)		3	0	3
IT 100 Computer Programming Foundations (B)		2	3	3
<b>Semester 2</b>				
IT 101 .NET Programming 1 (B)		2	3	3
IT 111 Database Design and SQL 1 (B)		2	3	3
BPA 130 Business Systems Analysis and Design (B)		2	3	3
MAT XXX Mathematics Elective (G)		2	2	3
<b>Semester 3</b>				
CPDM 151 ASP.NET C# 1 (T)		2	3	3
IT 102 .NET Programming 2 (T)		2	3	3
IT 112 Database Design and SQL 2 (T)		2	3	3
CPDM 190 Cooperative Education Preparation: Computer Programming and Database Management (B)		1	0	1
ECO 1XX Economics Elective (G)		3	0	3
<b>Semester 4</b>				
IT 140 PHP and MySQL (T)		3	3	4
CPDM 291 Full-Time Cooperative Education 1: Computer Programming and Database Management (T)		1	40	2
<b>Semester 5</b>				
CPDM 152 ASP.NET C# 2 (T)		2	3	3
IT 220 Emerging Topics in Computer Software Development (T)		2	3	3
IT 161 Java Programming 1 (T)		2	3	3
ENG 10X English Composition Elective (G)		3	0	3
<b>Semester 6</b>				
CPDM 290 Computer Programming and Database Management Capstone Design Project (T)		3	3	4
CPDM 292 Full-Time Cooperative Education 2: Computer Programming and Database Management (T)		1	40	2
Total Credits:		46	121	62

## Electives

### First Year Experience Elective

FYE 100 College Survival Skills		1		
FYE 105 College Success Strategies		2		

FYE 110 Community College Experience				3
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### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130				3
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### Mathematics Elective

MAT 121 Technical Algebra and Geometry with Statistics				3
MAT 125 Algebra and Trigonometry				4
MAT 131 Statistics 1 *				3
MAT 151 College Algebra				4

### Economics Elective

ECO 105 Principles of Microeconomics				3
ECO 110 Principles of Macroeconomics				3

### English Composition Elective

ENG 102 English Composition 2: Contemporary Issues				3
ENG 103 English Composition 2: Writing about Literature				3
ENG 104 English Composition 2: Technical Communication				3
ENG 105 English Composition 2: Business Communication				3

\* Offered Online

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

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robert.nields@cincinnatiastate.edu

### Co-op Coordinator

Professor Andrea Feld, BA  
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## Computer Software Development Certificate (CSDC)

The Computer Software Development certificate assists individuals seeking the software development skills needed in industry today, by focusing on current software development languages and approaches, object-oriented programming concepts, and database theory.

This certificate is intended for experienced programmers looking to update or retool their skills, or for individuals preparing to enter the Information Technology field who already have a bachelor's degree in a different discipline.

The certificate can be completed in three semesters, and all courses are offered through online education.

## Computer Software Development Certificate

### First Year

Semester 1		Lec	Lab	Credits
IT 101	.NET Programming 1	2	3	3
IT 111	Database Design and SQL 1	2	3	3
Semester 2				
BPA 130	Business Systems Analysis and Design	2	3	3
IT 161	Java Programming 1	2	3	3
Semester 3				
IT 162	Java Programming 2	2	3	3
IT 102	.NET Programming 2	2	3	3
Total Credits:		12	18	18

## Faculty

### Certificate Chair

Professor Robert Nields, MBA  
robert.nields@cincinnati.edu

## Health Information Technology

Health Information Technology involves the exchange of health information in an electronic environment. Widespread use of information technology within the health care industry will improve the quality of health care, prevent medical errors, reduce health care costs, increase administrative efficiencies, decrease paperwork, and expand access to affordable health care.

This program at Cincinnati State, which is offered through collaboration of the Center for Innovative Technologies and the Health and Public Safety Division, prepares students for important roles in varied healthcare settings. Graduates may take on responsibilities such as:

- Implementing and managing systems for electronic medical records and patient health records.
- Designing and developing tools and systems to support clinical decision making and research.
- Safeguarding the security of patient records in compliance with privacy laws and ethical issues related to the sharing of medical data and patient data.
- Developing standards for the exchange and interoperability of medical data, promoting meaningful use of medical records and data.
- Selecting and implementing health information systems to provide affordable quality healthcare.

The HIT program offers two majors:

- **Healthcare Informatics (HITHI)**
- **Healthcare Programming and Systems Analysis (HITPA)**

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Health Informatics Major (HITHI)

### Health Information Technology - Healthcare Informatics Major (HITHI)

Students in the Healthcare Informatics major gain skills needed to assist organizations with meaningful and efficient use of healthcare data by incorporating information technologies and information management techniques.

Graduates earn an Associate of Applied Science degree and have the knowledge and skills required to collect, manage, use, and share information to support delivery of healthcare services and to promote healthy living.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Healthcare Informatics Major (HITHI)

Semester 1		Lec	Lab	Credits
FYE 1XX	First Year Experience Elective (B)	1	0	1
HIT 100	Language and Culture of Healthcare (B)	3	0	3
IT 100	Computer Programming Foundations (B)	2	3	3
ENG 101	English Composition 1 (G)	3	0	3
MAT 131	Statistics 1 (G)	2	2	3
Semester 2				
HIT 105	Information Technology Systems in Healthcare (B)	3	0	3
BPA 130	Business Systems Analysis and Design (T)	2	3	3
IT 101	.NET Programming 1 (B)	2	3	3
IT 111	Database Design and SQL 1 (T)	2	3	3
Semester 3				
IT 210	System Design and Implementation (T)	2	3	3
MAT 132	Statistics 2 (T)	2	2	3
HIT 210	Healthcare Reimbursement (T)	3	0	3
IT 112	Database Design and SQL 2 (T)	2	3	3
Semester 4				
COMM 1XX	Communications Elective (B)	3	0	3
HIT 225	Data Mining (T)	3	0	3
HIT 220	Health Information Technology in the Continuum of Care (T)	3	0	3
MCH 104	Comprehensive Medical Terminology (T)	3	0	3

HIT XXX Health Information Technology Experiential Education Elective (T)		0	7	1
<b>Semester 5</b>				
PSY 1XX Psychology Elective (G)		3	0	3
XXX XXX Arts/ Humanities Elective (G)		3	0	3
BPA 290 Business Programming and Systems Analysis Capstone (T)		3	3	4
ENG 10X English Composition Elective (G)		3	0	3
Total Credits:		53	32	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

### Health Information Technology Experiential Education Elective

HIT 191	Part-time Co-op 1: HIT	1
HIT 192	Part-time Co-op 2: HIT	1
HIT 291	Full-Time Cooperative Education 1: Health Information Technology	2
HIT 292	Full-Time Cooperative Education 2: Health Information Technology	2
HIT 294	Internship: Health Information Technology	1

### Psychology Elective

PSY 100	Applied Psychology: Human Relations	3
PSY 110	Introduction to Psychology	3

### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		3
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### English Composition Elective

ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chairs/Advisors

Professor Robert Nields, MBA  
robert.nields@cincinnatiastate.edu

Professor Cindy Kneip, RHIA  
cindy.kneip@cincinnatiastate.edu

### Co-op Coordinator

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnatiastate.edu

## Healthcare Programming and Systems Analysis Major (HITPA)

### Health Information Technology - Healthcare Programming and Systems Analysis Major (HITPA)

Students in the Health Information Technology - Healthcare Programming and Analysis major gain the knowledge and skills required to fulfill an essential information technology role in healthcare organizations, either as a developer who designs, implements, and maintains health-based software applications, or as an analyst supporting current healthcare-related applications.

Graduates earn an Associate of Applied Science degree. Coursework covers healthcare fundamentals as well as IT professional skills in systems analysis, software development, database design, and core technical areas including .NET, Java, HL7, SQL, and SQL Server.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Healthcare Programming and Analysis Major (HITPA)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (B)		1	0	1
HIT 100	Language and Culture of Healthcare (B)	3	0	3
IT 100	Computer Programming Foundations (B)	2	3	3
ENG 101	English Composition 1 (G)	3	0	3
MAT 1XX Mathematics Elective (G)		2	2	3
<b>Semester 2</b>				

HIT 105	Information Technology Systems in Healthcare ( <b>B</b> )	3	0	3
IT 101	.NET Programming 1 ( <b>B</b> )	2	3	3
IT 111	Database Design and SQL 1 ( <b>B</b> )	2	3	3
BPA 130	Business Systems Analysis and Design ( <b>T</b> )	2	3	3
<b>Semester 3</b>				
HIT 210	Healthcare Reimbursement ( <b>T</b> )	3	0	3
IT 102	.NET Programming 2 ( <b>T</b> )	2	3	3
MCH 104	Comprehensive Medical Terminology ( <b>T</b> )	3	0	3
ENG 1XX	English Composition Elective ( <b>G</b> )	3	0	3
<b>Semester 4</b>				
HIT 215	Healthcare Programming ( <b>T</b> )	3	0	3
IT 210	System Design and Implementation ( <b>T</b> )	2	3	3
HIT XXX	Health Information Technology Experiential Education Elective ( <b>T</b> )	0	7	1
IT 161	Java Programming 1 ( <b>T</b> )	2	3	3
IT 110	HTML with CSS and JavaScript ( <b>T</b> )	2	3	3
<b>Semester 5</b>				
XXX XXX	Arts/ Humanities Elective ( <b>G</b> )	3	0	3
PSY 110	Introduction to Psychology ( <b>G</b> )	3	0	3
BPA 290	Business Programming and Systems Analysis Capstone ( <b>T</b> )	3	3	4
IT XXX	Information Technology Elective ( <b>T</b> )	2	3	3
Total Credits:		51	39	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Elective

MAT 115	Pre-Statistics	3
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### English Composition Elective

ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
<b>Health Information Technology Experiential Education Elective</b>		
HIT 191	Part-time Co-op 1: HIT	1
HIT 192	Part-time Co-op 2: HIT	1
HIT 291	Full-Time Cooperative Education 1: Health Information Technology	2
HIT 292	Full-Time Cooperative Education 2: Health Information Technology	2
HIT 294	Internship: Health Information Technology	1
<b>Arts/Humanities Elective</b>		
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
<b>Information Technology Elective *</b>		
IT 140	PHP and MySQL	4
IT 112	Database Design and SQL 2	3
IT 220	Emerging Topics in Computer Software Development	3
HIT 220	Health Information Technology in the Continuum of Care	3
BPA 230	Mobile Application Development	4

\* Program Chair approval required

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### Co-op Coordinator

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnatiastate.edu

# Software Engineering Technology (SET)

## Software Engineering Technology (SET)

The Software Engineering Technology degree program focuses on the design, development, implementation, and maintenance of software used in industry. Along with core math and science classes,

students gain knowledge of computer operating systems and software development using various programming languages.

Graduates earn an Associate of Applied Science degree and are prepared to enter the workforce as skilled computer programmers and systems integrators, or to continue their education in a bachelor's degree program in engineering, engineering technology, or computer science.

Although some required courses are available through evening and/or online classes, most of the Software Engineering Technology degree requirements are scheduled on Monday through Friday between 8 a.m. and 5 p.m.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Software Engineering Technology (SET)

Semester 1		Lec	Lab	Credits
IT 101	.NET Programming 1 ( <b>B</b> )	2	3	3
IT 111	Database Design and SQL 1 ( <b>B</b> )	2	3	3
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
SET 110	HTML for Programmers ( <b>B</b> )	2	3	3
MAT 126	Functions and Calculus ( <b>G</b> )	3	2	4
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
Semester 2				
SET 151	C Programming 1 ( <b>B</b> )	2	3	3
IT 112	Database Design and SQL 2 ( <b>T</b> )	2	3	3
IT 102	.NET Programming 2 ( <b>T</b> )	2	3	3
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
CIT 190	Career Preparation: Engineering and Information Technologies ( <b>B</b> )	1	0	1
Semester 3				
SET 291	Full-Time Cooperative Education 1: Software Engineering Technology ( <b>T</b> )	1	40	2
Semester 4				
IT 103	.NET Programming 3 ( <b>T</b> )	2	3	3
IT 161	Java Programming 1 ( <b>T</b> )	2	3	3
SET 252	C Programming 2 ( <b>T</b> )	2	3	3
PHY 151	Physics 1: Algebra and Trigonometry-Based ( <b>G</b> )	3	3	4
COMM 1XX	Communication Elective ( <b>B</b> )	3	0	3
Semester 5				
EET 101	Electronic Fundamentals 1 ( <b>T</b> )	2	3	3
SET 253	C Programming 3 ( <b>T</b> )	2	3	3

SET 290	Software Engineering Technology Capstone ( <b>T</b> )	1	4	3
ECO 1XX	Economics Elective ( <b>G</b> )	3	0	3
Semester 6				
SET 292	Full-Time Cooperative Education 2: Software Engineering Technology ( <b>T</b> )	1	40	2
Total Credits:		45	122	62

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

### Economics Elective

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3

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### Program Chair/Advisor

Professor Robert Nields, MBA  
robert.nields@cincinnati-state.edu

### Co-op Coordinator

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnati-state.edu

## Electrical Engineering Technologies

The Electrical Engineering Technologies program offers three majors that address needs of today's industry.

- **Electrical Engineering Technology - Biomedical Equipment Major (BMT)** prepares graduates to work for hospitals or medical

device manufacturers. The program provides knowledge of electronics and computer networking systems and a specialization in medical instrumentation.

- **Electrical Engineering Technology - Electronics Systems Major (ESET)** provides graduates with knowledge and skills in analog and digital electronics, microprocessor systems, computer hardware and software, computer applications, network communications, programmable logic devices, remote control systems, and video systems.
- **Electrical Engineering Technology - Power Systems Major (PSET)** prepares graduates to meet current and future needs related to technical support for utility companies, electrical contractors, HVAC contractors, and industrial electrical design and maintenance firms.

All three majors prepare graduates to successfully pursue baccalaureate degrees and to enter the workforce and advance professionally.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Electrical Engineering Technology - Biomedical Equipment Major (BMT)

### Electrical Engineering Technology - Biomedical Equipment Major (BMT)

Graduates of the program Electrical Engineering Technology - Biomedical Equipment Major are welcomed in hospitals and companies where medical equipment is designed, tested, installed, and operated because of their strong background in electronics and information systems along with knowledge of specialized biomedical equipment.

Graduates of the Biomedical Equipment Major earn an Associate of Applied Science degree and are prepared to take on the challenging tasks of hospital healthcare technology management, maintaining multi-million dollar equipment, such as MRI, CT, sonogram, X-ray, and other medical equipment. The curriculum also provides an effective foundation for transfer into a related bachelor's degree program.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Electrical Engineering Technology - Biomedical Equipment Major (BMT)

Semester 1		Lec	Lab	Credits
EET 131	Circuit Analysis 1 ( B )	3	2	4
MAT XXX	Mathematics Elective 1 ( G )	3	2	4
ENG 101	English Composition 1 ( G )	3	0	3

FYE 1XX	First Year Experience Elective ( B )	1	0	1
<b>Semester 2</b>				
EET 132	Circuit Analysis 2 ( T )	3	2	4
CIT 190	Career Preparation: Engineering and Information Technologies ( B )	1	0	1
EET 121	Digital Systems 1 ( T )	2	3	3
BMT 161	Biomedical Instrumentation 1 ( T )	3	3	4
<b>Semester 3</b>				
EET 291	Full-Time Cooperative Education 1: Electronics Engineering Technology ( T )	1	40	2
NETC 121	Network Communications 1 ( B )	2	2	3
MAT XXX	Mathematics Elective 2 ( B )	3	2	4
<b>Semester 4</b>				
BIO 117	Human Body in Health and Disease ( B )	3	0	3
ESET 251	Electronics ( T )	3	2	4
PHY XXX	Physics Elective ( G )	3	2	4
EET 122	Digital Systems 2 ( T )	2	3	3
<b>Semester 5</b>				
ENG 10X	English Elective ( G )	3	0	3
BMT 262	Biomedical Instrumentation 2 ( T )	3	3	4
EMET XXX	Electro-Mechanical Engineering Technology Elective ( T )	2	3	3
EET XXX	Electrical Engineering Technology Elective 1 ( T )	2	3	3
<b>Semester 6</b>				
EET XXX	Electrical Engineering Technology Elective 2 ( T )	1	40	2
ECO 10X	Economics Elective ( G )	3	0	3
Total Credits:		50	112	65

### Electives

**Mathematics Elective** 8  
Take one of the following series:



MAT 125	Algebra and Trigonometry	
& MAT 126	and Functions and Calculus	
Or		
MAT 251	Calculus 1	
& MAT 252	and Calculus 2	

**First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**Physics Elective**

PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

**Electro-Mechanical Engineering Technology Elective**

EMET 240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	3
EMET 245	Laser 1	3
EMET 270	Robotics and Servomechanisms	4

**Electrical Engineering Technology Electives**

Any EET (2XX level)		
or, Any ESET (2XX level)		
or, Any PSET		
or, Any EMET not used to fulfill the Electro-Mechanical Engineering Technology Elective		

**Economics Elective**

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3

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T = Technical course in this curriculum

**Faculty****Program Chair**

Dr. Ralph Whaley, Jr., PhD  
ralph.whaley@cincinnatiastate.edu

**Co-op Coordinator**

Professor Kimberly Richards, PhD  
kimberly.richards@cincinnatiastate.edu

## Electrical Engineering Technology - Electronics Systems Major (ESET)

### Electrical Engineering Technology - Electronics Systems Major (ESET)

Graduates of the Electrical Engineering Technology - Electronics Systems Major are prepared to pursue careers in diverse engineering-related fields such as computer design and repair, digital systems, microcomputer systems, microelectronics, and telecommunications.

Graduates earn an Associate of Applied Science degree. The curriculum also provides an effective foundation for transfer into a related bachelor's degree program.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

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### Electrical Engineering Technology - Electronics Systems Major (ESET)

Semester 1		Lec	Lab	Credits
EET 131	Circuit Analysis 1 ( B )	3	2	4
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience ( B )	1	0	1
MAT XXX	Mathematics Elective 1 ( G )	3	2	4
Semester 2				
EET 121	Digital Systems 1 ( T )	2	3	3
EET 132	Circuit Analysis 2 ( T )	3	2	4
CIT 190	Career Preparation: Engineering and Information Technologies ( B )	1	0	1
MAT XXX	Mathematics Elective 2 ( B )	3	2	4
Semester 3				
EET 291	Full-Time Cooperative Education 1: Electronics Engineering Technology ( T )	1	40	2
NETC 121	Network Communications 1 ( B )	2	2	3
PHY XXX	Physics Elective ( G )	3	2	4
Semester 4				
EET 122	Digital Systems 2 ( T )	2	3	3
ESET 251	Electronics ( T )	3	3	4
IT 101	.NET Programming 1 ( B )	2	3	3

ENG 10X English Elective (G)		3	0	3
<b>Semester 5</b>				
ESET 290	Electronic Systems Engineering Technology Capstone Project ( T)	2	4	4
ESET 220	Microprocessor Systems ( T)	3	3	4
EMET XXX Electro- Mechanical Engineering Technology Elective (T)		2	3	3
EET XXX Electrical Engineering Technology Elective 1 (T)		2	3	3
<b>Semester 6</b>				
EET XXX Electrical Engineering Technology Elective 2 (T)		1	40	2
ECO 1XX Economics Elective (G)		3	0	3
Total Credits:		48	117	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Elective

Take one of the following series:

MAT 125 & MAT 126	Algebra and Trigonometry and Functions and Calculus	
Or		
MAT 251 & MAT 252	Calculus 1 and Calculus 2	

### Physics Elective

PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Electro-Mechanical Engineering Technology Elective

EMET 240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	3
EMET 245	Laser 1	3
EMET 270	Robotics and Servomechanisms	4

### Electrical Engineering Technology Electives

Any EET (2XX level) or, Any ESET (2XX level) or, Any PSET or, Any EMET not used to fulfill the Electro-Mechanical Engineering Technology Elective	5
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### Economics Elective

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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T = Technical course in this curriculum

## Faculty

### Program Chair

Dr. Ralph Whaley, Jr., PhD  
ralph.whaley@cincinnatiastate.edu

### Co-op Coordinator

Professor Kimberly Richards, PhD  
kimberly.richards@cincinnatiastate.edu

# Electrical Engineering Technology - Power Systems Major (PSET)

## Electrical Engineering Technology - Power Systems Major (PSET)

Power systems engineers monitor and maintain the quality, availability, reliability, transferability, and safety of the power systems we rely on daily, including smart grid technologies for distributed power generation and smart transmission line system technology.

Graduates of the Electrical Engineering Technology - Power System Major earn an Associate of Applied Science degree, and have the skills and competencies needed to begin careers and advance professionally through technical and management positions in the power systems or electrical engineering fields.

Possible employers include utility companies, industrial organizations, consultants, and other service providers. Graduates also are prepared to continue their studies in a bachelor's degree program.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Electrical Engineering Technology - Power Systems Major (PSET)

Semester 1		Lec	Lab	Credits
CIT 105	OSHA 10 General Industry Safety ( <b>B</b> )	1	0	1
EET 131	Circuit Analysis 1 ( <b>B</b> )	3	2	4
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
PSET 110	Power Systems Computer Aided Drafting ( <b>B</b> )	2	3	3
MAT XXX Mathematics Elective 1 ( <b>G</b> )		3	2	4
FYE 10X First Year Experience Elective ( <b>B</b> )		1	0	1
Semester 2				
EET 132	Circuit Analysis 2 ( <b>T</b> )	3	2	4
PSET 140	Power Systems Foundations ( <b>T</b> )	2	2	3
PSET 120	Geographic Information Systems (GIS) ( <b>T</b> )	2	2	3
PSET 130	National Electric Code and National Electric Safety Code ( <b>B</b> )	1	2	2
MAT XXX Mathematics Elective 2 ( <b>B</b> )		3	2	4
Semester 3				
EET 291	Full-Time Cooperative Education 1: Electronics Engineering Technology ( <b>T</b> )	1	40	2
Semester 4				
EMET 240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics ( <b>T</b> )	2	3	3
PSET 225	Industrial and Commercial Power Design ( <b>T</b> )	3	3	4
PSET 250	Power Transmission and Distribution Design ( <b>T</b> )	2	3	3
ENG 10X English Composition Elective ( <b>G</b> )		3	0	3
PHY XXX Physics Elective ( <b>G</b> )		3	3	4
Semester 5				
PSET 260	Stationary Engineering with Instrumentation and Controls ( <b>T</b> )	3	3	4
PSET 275	Protective Relays and Controls ( <b>T</b> )	2	3	3
PSET 290	Power Systems Capstone ( <b>T</b> )	1	2	2
ECO 1XX Economics Elective ( <b>G</b> )		3	0	3

### Semester 6

EET 292	Full-Time Cooperative Education 2: Electronics Engineering Technology ( <b>T</b> )	1	40	2
Total Credits:		48	117	65

## Electives

### Mathematics Electives

8

Select one of the following series:

MAT 125 Algebra and Trigonometry  
& MAT 126 and Functions and Calculus

Or

MAT 251 Calculus 1  
& MAT 252 and Calculus 2

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Physics Elective

PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5

### Economics Elective

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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### Advisor

Russell Campbell, PE, ME, MS  
russell.campbell@cincinnatiastate.edu

## Electro-Mechanical Engineering Technologies

Electro-Mechanical Engineering Technologies programs prepare graduates to work in an industrial setting where automation, robotics, controls, and systems integration are used, providing a blend of electronics and mechanical systems studies.

Electro-Mechanical Engineering Technologies includes three associate degree programs:

- **Electro-Mechanical Engineering Technology (EMET)**
- **Electro-Mechanical Engineering Technology - Alternative Energy Major (EMETE)**
- **Electro-Mechanical Engineering Technology - Laser Major (EMETL)**

A **Laser Certificate (EMETLC)** is also offered.

These programs address the needs of growing industries in Ohio and the region, including manufacturing of photovoltaic electric panels, wind turbines, and fuel cells; installing and servicing photovoltaic and wind turbine systems; assisting energy efficiency companies and consultants; and using lasers and electro-optics systems in automated manufacturing and research environments.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Electro-Mechanical Engineering Technology (EMET)

### Electro-Mechanical Engineering Technology (EMET)

The Electro-Mechanical Engineering Technology program at Cincinnati State is the largest of its kind in Ohio. The program combines electronics engineering technology and mechanical engineering technology, so students develop skills that are highly valued by industrial firms, including a focus on industrial automation. Students gain competencies in controlling systems, linking software and hardware maintaining systems, and improving machines and systems.

Graduates earn an Associate of Applied Science degree and are also prepared to pursue a bachelor's degree in fields such as electronics engineering, electrical engineering, or electro-mechanical engineering.

The program has received a Program Excellence Award from the Ohio Department of Higher Education.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

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## Electro-Mechanical Engineering Technology (EMET)

		Lec	Lab	Credits
<b>Semester 1</b>				
EMET 150	Introduction to Controls and Robotics ( <b>B</b> )	1	2	2
CIT 105	OSHA 10 General Industry Safety ( <b>B</b> )	1	0	1
EET 131	Circuit Analysis 1 ( <b>T</b> )	3	2	4
PSET 110	Power Systems Computer Aided Drafting ( <b>B</b> )	2	3	3
MAT XXX	Mathematics Elective 1 ( <b>G</b> )	3	2	4
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
<b>Semester 2</b>				
EMET 180	Process Instrumentation ( <b>T</b> )	2	3	3
EET 132	Circuit Analysis 2 ( <b>T</b> )	3	2	4
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
MET 111	Manufacturing Processes 1 ( <b>B</b> )	2	3	3
MAT XXX	Mathematics Elective 2 ( <b>B</b> )	3	2	4
<b>Semester 3</b>				
XXX XXX	Cooperative Education or Transfer Elective 1 ( <b>T</b> )	1	40	2
<b>Semester 4</b>				
EMET 240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics ( <b>T</b> )	2	3	3
EMET 245	Laser 1 ( <b>T</b> )	2	3	3
PHY XXX	Physics Elective ( <b>G</b> )	3	3	4
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
<b>Semester 5</b>				
EMET 270	Robotics and Servomechanisms ( <b>T</b> )	3	3	4
EMET 275	Electric Drive Mechanisms ( <b>T</b> )	3	3	4
MET 150	Statics and Strength of Materials for MET ( <b>T</b> )	2	3	3

XXX XXX Arts/ Humanities or Social/ Behavioral Science Elective (G)	3	0	3
<b>Semester 6</b>			
XXX XXX Cooperative Education or Transfer Elective 2 (T)	1	40	2
Total Credits:	47	117	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Electives

Select one of the following series:

MAT 125 Algebra and Trigonometry  
& MAT 126 and Functions and Calculus

Or

MAT 251 Calculus 1  
& MAT 252 and Calculus 2

### Physics Elective

PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 104	English Composition 2: Technical Communication	3

### Arts/Humanities or Social/Behavioral Science Elective

Any ECO, GEO, HST, LBR, LIT, PHI

### Cooperative Education or Transfer Electives

EMET 291	Full-Time Cooperative Education 1: Electro-Mechanical Engineering Technology	2
EMET 292	Full-Time Cooperative Education 2: Electro-Mechanical Engineering Technology	2
EET 121	Digital Systems 1	3
ESET 251	Electronics	4
MET 140	Engineering Materials	3

\* Program Chair approval is required for students planning to take a Transfer Elective course rather than participate in cooperative education.

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Lawrence (Larry) Feist, BS  
lawrence.feist@cincinnati.state.edu

### Co-op Coordinator

Professor Sue Dolan, M.Ed.  
sue.dolan@cincinnati.state.edu

## Electro-Mechanical Engineering Technology - Alternative Energy Major (EMETE)

### Electro-Mechanical Engineering Technology—Alternative Energy Major (EMETE)

Graduates with the Electro-Mechanical Engineering Technology - Alternative Energy Major are prepared to address the needs of several related and growing industries related to energy efficiency, reduction of energy use in commercial and industrial applications, and electric drive systems found in passenger and off-highway electric vehicles. Students develop understanding of these new technologies along with foundation studies in traditional electro-mechanical engineering technology.

Program graduates earn an Associate of Applied Science degree and are also prepared to pursue a bachelor's degree in fields such as electro-mechanical engineering technologies or electronics engineering technologies.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

### Electro-Mechanical Engineering Technology—Alternative Energy Major (EMETE)

Semester 1		Lec	Lab	Credits
EMET 150	Introduction to Controls and Robotics ( B)	1	2	2
CIT 105	OSHA 10 General Industry Safety ( B)	1	0	1
EET 131	Circuit Analysis 1 ( T)	3	2	4
PSET 110	Power Systems Computer Aided Drafting ( B)	2	3	3
FYE 1XX	First Year Experience Elective ( B)	1	0	1

MAT XXX Mathematics Elective 1 (G)		3	2	4
<b>Semester 2</b>				
EMET 180	Process Instrumentation ( T)	2	3	3
EET 132	Circuit Analysis 2 ( T)	3	2	4
ENG 101	English Composition 1 ( G)	3	0	3
MET 111	Manufacturing Processes 1 ( B)	2	3	3
MAT XXX Mathematics Elective 2 (B)		3	2	4
<b>Semester 3</b>				
XXX XXX Cooperative Education or Transfer Elective 1 (T)		1	40	2
<b>Semester 4</b>				
EMET 210	Energy Efficiency and Audits ( T)	2	2	3
EMET 240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics ( T)	2	3	3
EMET 245	Laser 1 ( T)	2	3	3
ENG 10X English Composition Elective (G)		3	0	3
PHY XXX Physics Elective (G)		3	2	4
<b>Semester 5</b>				
EMET 225	Solar and Renewable Energy ( T)	2	3	3
EMET 275	Electric Drive Mechanisms ( T)	3	3	4
MET 150	Statics and Strength of Materials for MET ( T)	2	3	3
XXX XXX Arts/ Humanities or Social/ Behavioral Science Elective (G)		3	0	3
<b>Semester 6</b>				
XXX XXX Cooperative Education or Transfer Elective 2 (T)		1	40	2
Total Credits:		48	118	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Electives 8

Select one of the following series:

MAT 125 Algebra and Trigonometry  
& MAT 126 and Functions and Calculus

Or

MAT 251 Calculus 1  
& MAT 252 and Calculus 2

### English Composition Elective

ENG 102 English Composition 2: Contemporary Issues 3

ENG 104 English Composition 2: Technical  
Communication 3

### Physics Elective

PHY 151 Physics 1: Algebra and Trigonometry-Based 4

PHY 201 Physics 1: Calculus-Based 5

### Arts/Humanities or Social/Behavioral Science Elective

Any ECO, GEO, HST, LBR, LIT, PHI

### Cooperative Education or Transfer Electives \*

EMET 291 Full-Time Cooperative Education 1: Electro-  
Mechanical Engineering Technology 2

EMET 292 Full-Time Cooperative Education 2: Electro-  
Mechanical Engineering Technology 2

EET 121 Digital Systems 1 3

ESET 251 Electronics 4

MET 140 Engineering Materials 3

\* Program Chair approval is required for students planning to take a Transfer Elective course rather than participate in cooperative education.

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G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Lawrence (Larry) Feist, BS  
lawrence.feist@cincinnati.edu

### Co-op Coordinator

Professor Sue Dolan, M.Ed.  
sue.dolan@cincinnati.edu



## Electro-Mechanical Engineering Technology - Laser Major and Laser Certificate (EMETL, EMETLC)

### Electro-Mechanical Engineering Technology—Laser Major (EMETL)

Graduates with the Electro-Mechanical Engineering Technology - Laser Major are prepared to successfully begin careers and advance professionally in local and national industries that utilize lasers and electro-optics systems, or use industrial equipment in automated manufacturing and research environments.

Students work with laser material processing systems, and operate and troubleshoot optical systems including lasers, lens systems, and fiber optics.

Graduates earn an Associate of Applied Science degree and are also prepared to pursue a bachelor's degree in fields such as electro-mechanical engineering or electrical engineering.

### Electro-Mechanical Engineering Technology—Laser Certificate (EMETLC)

The Electro-Mechanical Engineering Technology – Laser Certificate prepares students to enter careers and advance professionally in local and national industries that utilize laser and electro-optics systems.

Students work with laser material processing systems, and operate and troubleshoot optical systems including laser, lens systems, and fiber optics.

Graduates of the certificate program receive OSHA 10 Electrical Safe Practices certification and are prepared for Laser Safety Officer training based on ANSI 36 standards, OSHA guidelines and the FDA Center for Devices and Radiological Health (CDRH).

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Electro-Mechanical Engineering Technology—Laser Major (EMETL)

Semester 1		Lec	Lab	Credits
EMET 150	Introduction to Controls and Robotics ( <b>B</b> )	1	2	2
CIT 105	OSHA 10 General Industry Safety ( <b>B</b> )	1	0	1
EET 131	Circuit Analysis 1 ( <b>T</b> )	3	2	4
PSET 110	Power Systems Computer Aided Drafting ( <b>B</b> )	2	3	3

FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
MAT XXX	Mathematics Elective 1 ( <b>G</b> )	3	2	4
<b>Semester 2</b>				
EMET 180	Process Instrumentation ( <b>T</b> )	2	3	3
EET 132	Circuit Analysis 2 ( <b>T</b> )	3	2	4
ENG 101	English Composition 1	3	0	3
MAT XXX	Mathematics Elective 2 ( <b>B</b> )	3	2	4
<b>Semester 3</b>				
XXX XXX	Cooperative Education or Transfer Elective 1 ( <b>T</b> )	1	40	2
<b>Semester 4</b>				
EMET 240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics ( <b>T</b> )	2	3	3
EMET 245	Laser 1 ( <b>T</b> )	2	3	3
PHY XXX	Physics Elective ( <b>G</b> )	3	2	4
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
<b>Semester 5</b>				
EMET 246	Laser 2 ( <b>T</b> )	3	3	4
EMET 270	Robotics and Servomechanisms ( <b>T</b> )	3	3	4
EMET 275	Electric Drive Mechanisms ( <b>T</b> )	3	3	4
MET 150	Statics and Strength of Materials for MET ( <b>B</b> )	2	3	3
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective ( <b>G</b> )	3	0	3
<b>Semester 6</b>				
XXX XXX	Cooperative Education or Transfer Elective 2 ( <b>T</b> )	1	40	2
Total Credits:		48	116	64

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3
<b>Mathematics Electives</b>		8
Select one of the following series:		
MAT 125 & MAT 126	Algebra and Trigonometry and Functions and Calculus	
Or		
MAT 251 & MAT 252	Calculus 1 and Calculus 2	
<b>English Composition Elective</b>		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 104	English Composition 2: Technical Communication	3
<b>Physics Elective</b>		
PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5
<b>Arts/Humanities or Social/Behavioral Science Elective</b>		
Any ECO, GEO, HST, LBR, LIT, PHI		
<b>Cooperative Education or Transfer Electives *</b>		
EMET 291	Full-Time Cooperative Education 1: Electro- Mechanical Engineering Technology	2
EMET 292	Full-Time Cooperative Education 2: Electro- Mechanical Engineering Technology	2
EET 121	Digital Systems 1	3
ESET 251	Electronics	4
MET 140	Engineering Materials	3

\* Program Chair approval is required for students planning to take a Transfer Elective course rather than participate in cooperative education.

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T = Technical course in this curriculum

## Electro-Mechanical Engineering Technology - Laser Certificate (EMETLC)

Semester 1		Lec	Lab	Credits
EMET 245	Laser 1	2	3	3
CIT 105	OSHA 10 General Industry Safety	1	0	1
Semester 2				
EMET 246	Laser 2	3	3	4
Total Credits:		6	6	8

## Faculty

### Program Chair/Advisor

Professor Lawrence (Larry) Feist, BS  
lawrence.feist@cincinnatiastate.edu

### Co-op Coordinator

Professor Sue Dolan, M.Ed.  
sue.dolan@cincinnatiastate.edu

## Mechanical Engineering Technologies

Graduates of the Mechanical Engineering Technologies programs are prepared to design mechanical systems, operate CAD systems, manage design projects, and perform product testing.

Examples of graduate job titles include product designer, CAD/CAM system specialist, product support manager, design engineering technician, or project engineering technician.

Two associate degree programs and two certificates are offered:

- **Mechanical Engineering Technology - Design Major (METD)**
- **Mechanical Engineering Technology - Manufacturing Management Option (METM)**
- **Computer Aided Design Certificate (METCAD)**
- **CNC Certificate (METMC)**

The Mechanical Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 415 N. Charles St., Baltimore, MD 21202-4012, phone (410) 347-7700.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Mechanical Engineering Technology - Design Major & Computer Aided Design Certificate (METD & METCAD)

### Mechanical Engineering Technology—Design Major (METD)

Students in the Mechanical Engineering Technology - Design Major learn to use the latest technology to design and manufacture devices and systems for consumer products, machine tools, and the automotive and aerospace industries.

The curriculum prepares students to solve real-world problems from concept to completion using logical thinking as well as computer software, including computer-aided design (CAD) and computer-aided engineering (CAE).

The MET-Design Major is the traditional Mechanical Engineering Technology program. Graduates earn an Associate of Applied Science degree, and are well prepared to continue their education in a related engineering bachelor's degree program.

## Mechanical Engineering Technology - Computer Aided Design Certificate (METCAD)

The Mechanical Engineer Technology - Computer Aided Design Certificate assists professionals who want to upgrade their skills, and also prepares new students for entry-level jobs in the field of computer aided design (CAD).

While completing the certificate, students gain proficiency with the most popular CAD software packages used in industry, including AutoCAD, Inventor, SolidWorks, and NX.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Mechanical Engineering Technology— Design Major (METD)

Semester 1		Lec	Lab	Credits
MET 100	Introduction to Mechanical Engineering Technology ( <b>B</b> )	1	2	2
MET 111	Manufacturing Processes 1 ( <b>B</b> )	2	3	3
MET 131	MET Computer Aided Drafting 1 ( <b>B</b> )	2	3	3
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
MAT XXX	Mathematics Elective 1 ( <b>G</b> )	3	2	4
Semester 2				
MET 132	MET Computer Aided Drafting 2 ( <b>T</b> )	2	3	3
MET 140	Engineering Materials ( <b>T</b> )	2	2	3
MET 150	Statics and Strength of Materials for MET ( <b>T</b> )	2	3	3
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
MAT XXX	Mathematics Elective 2 ( <b>B</b> )	3	2	4
Semester 3				
MET 291	Full-Time Cooperative Education 1: Mechanical Engineering Technology ( <b>T</b> )	1	40	2
Semester 4				
MET 240	Hydraulics and Pneumatics ( <b>T</b> )	2	3	3
MET 250	Machine Design ( <b>T</b> )	3	3	4

MET 285	Mechanical Engineering Technology Capstone Project 1 ( <b>T</b> )	2	3	3
PHY 151	Physics 1: Algebra and Trigonometry-Based ( <b>G</b> )	3	3	4

### Semester 5

MET 260	Applied Thermodynamics ( <b>T</b> )	2	2	3
MET 270	Kinematics ( <b>T</b> )	2	2	3
MET 290	Mechanical Engineering Technology Capstone Project 2 ( <b>T</b> )	2	3	3
EET 101	Electronic Fundamentals 1 ( <b>T</b> )	2	3	3
XXX XXX	Arts/ Humanities Elective ( <b>G</b> )	3	0	3

### Semester 6

MET 292	Full-Time Cooperative Education 2: Mechanical Engineering Technology ( <b>T</b> )	1	40	2
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Total Credits:	47	122	65
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## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Electives

Take one of the following series:

MAT 125 Algebra and Trigonometry  
& MAT 126 and Functions and Calculus

Or

MAT 251 Calculus 1  
& MAT 252 and Calculus 2

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Arts/Humanities Elective

CULT 105	Issues in Human Diversity	3
CULT 110	Social Issues in Technology	3
CULT 200	Introduction to Cultural Studies	3
PHI 110	Ethics	3

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## Mechanical Engineering Technology - Computer Aided Design Certificate (METCAD)

Semester 1		Lec	Lab	Credits
MET 100	Introduction to Mechanical Engineering Technology	1	2	2
MET 131	MET Computer Aided Drafting 1	2	3	3
MAT 1XX	Mathematics Elective	2	2	3
Semester 2		Lec	Lab	Credits
MET 111	Manufacturing Processes 1	2	3	3
MET 132	MET Computer Aided Drafting 2	2	3	3
MET 140	Engineering Materials	2	2	3
Total Credits:		11	15	17

### Electives

Mathematics Elective

MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 125	Algebra and Trigonometry	4

### Faculty

#### Program Chair/Advisor

Professor Michael DeVore, PhD, PE  
michael.devore@cincinnatiatstate.edu

#### Co-op Coordinator

Professor Sue Dolan, M.Ed.  
sue.dolan@cincinnatiatstate.edu

## Mechanical Engineering Technology - Manufacturing Management Option & CNC Certificate (METM, METMC)

### Mechanical Engineering Technology —Manufacturing Management Option (METM)

In the Mechanical Engineering Technology - Manufacturing Management Option, students learn the technologies and skills needed to manage a high-tech production facility.

The curriculum includes hands-on manufacturing processes, state-of-the-art Computer-Aided Drafting and Computer-Aided Machining (CAD/CAM), Computer Numerical Control (CNC), and materials and quality control analysis using statistical process control (SPC).

Graduates earn an Associate of Applied Science degree and are prepared for immediate employment in a production facility, or for easy transition into to related bachelor's degree studies.

## Mechanical Engineering Technology - Manufacturing CNC Certificate (METMC)

The Mechanical Engineering Technology - Manufacturing CNC Certificate is designed for individuals currently employed in a manufacturing field who desire additional knowledge of computer numerical control (CNC) programming and computer-aided manufacturing processes.

Most students can complete the certificate requirements in a year or less. All courses completed while earning this certificate may be applied to the associate's degree program Mechanical Engineering Technology - Manufacturing Management Option.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiatstate.edu/academics/admission>)

### Mechanical Engineering Technology — Manufacturing Management Option (METM)

Semester 1		Lec	Lab	Credits
MET 100	Introduction to Mechanical Engineering Technology ( B)	1	2	2
MET 111	Manufacturing Processes 1 ( B)	2	3	3
MET 131	MET Computer Aided Drafting 1 ( B)	2	3	3
ENG 101	English Composition 1 ( G)	3	0	3
FYE 1XX	First Year Experience Elective ( B)	1	0	1
MAT XXX	Mathematics Elective 1 ( G)	3	2	4
Semester 2		Lec	Lab	Credits
MET 112	Manufacturing Processes 2 ( T)	2	3	3
MET 132	MET Computer Aided Drafting 2 ( T)	2	3	3
MET 140	Engineering Materials ( T)	2	2	3
MET 150	Statics and Strength of Materials for MET ( T)	2	3	3
MAT XXX	Mathematics Elective 2 ( B)	3	2	4
Semester 3		Lec	Lab	Credits
MET 291	Full-Time Cooperative Education 1: Mechanical Engineering Technology ( T)	1	40	2
Semester 4		Lec	Lab	Credits
MET 113	Manufacturing Processes 3 ( T)	2	3	3
MET 240	Hydraulics and Pneumatics ( T)	2	3	3

MET 285	Mechanical Engineering Technology Capstone Project 1 ( T)	2	3	3
EET 101	Electronic Fundamentals 1 ( T)	2	3	3
ENG 10X	English Composition Elective ( G)	3	0	3
<b>Semester 5</b>				
MET 230	Quality Control and Six Sigma ( T)	3	2	4
MET 290	Mechanical Engineering Technology Capstone Project 2 ( T)	2	3	3
PHY 151	Physics 1: Algebra and Trigonometry-Based ( G)	3	3	4
XXX XXX	Arts/ Humanities Elective ( G)	3	0	3
<b>Semester 6</b>				
MET 292	Full-Time Cooperative Education 2: Mechanical Engineering Technology ( T)	1	40	2
Total Credits:		47	123	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Mathematics Electives

Take one of the following series:

MAT 125 Algebra and Trigonometry & MAT 126 and Functions and Calculus

Or

MAT 251 Calculus 1 & MAT 252 and Calculus 2

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Arts/Humanities Elective

CULT 105	Issues in Human Diversity	3
CULT 110	Social Issues in Technology	3
CULT 200	Introduction to Cultural Studies	3
PHI 110	Ethics	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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## Mechanical Engineering Technology - Manufacturing CNC Certificate (METMC)

### First Year

Semester 1		Lec	Lab	Credits
MET 111	Manufacturing Processes 1	2	3	3
MAT 12X	Mathematics Elective	2	2	3
MET 131	MET Computer Aided Drafting 1	2	3	3
Semester 2				
MET 112	Manufacturing Processes 2	2	3	3
MET 132	MET Computer Aided Drafting 2	2	3	3
Semester 3				
MET 113	Manufacturing Processes 3	2	3	3
Total Credits:		12	17	18

## Electives

### Mathematics Elective

MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 125	Algebra and Trigonometry	4

## Faculty

### Program Chair/Advisor

Professor Michael DeVore, PhD, PE  
michael.devore@cincinnatiastate.edu

### Co-op Coordinator

Professor Sue Dolan, M.Ed.  
sue.dolan@cincinnatiastate.edu

## Multimedia Information Design

The Multimedia Information Design programs at Cincinnati State prepare students to design and produce media content in all formats. The final product might be distributed as an interactive DVD, a component of a mobile device application, a website, a TV or radio commercial, a production for television or movies, or printed information. The target audience may be a few people or many, and the products may be created for educational, entertainment, or commercial use.

Multimedia Information Design programs include four associate's degree and a certificate:

- Audio/Video Production (AVP)
- Graphic Design (GRD)
- Graphic Imaging Technology (GIT)
- Web and Multimedia Design (WEBM)
- Web and Multimedia Design Certificate (WEBC)

All students complete a core set of courses covering basic skills in design and production of media content. Subsequent courses introduce program-specific competencies, ranging from 3-D animation to music video production.

Most of the Multimedia Information Design labs are housed in the College's Advanced Technology & Learning Center on the Clifton Campus. Students have access to a professional video studio and editing lab, a recording studio and digital mixing labs, usability testing labs, and a full complement of computer labs.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Audio/Video Production (AVP)

### Audio/Video Production (AVP)

The Audio/Video Production program at Cincinnati State prepares students to create and manipulate digital audio, video, and graphic images.

Career destinations for AVP graduates include broadcast and cable television and other entertainment industries; Web and multimedia development companies; and media production departments in commercial, corporate, and industrial settings.

A significant number of courses required for the degree are scheduled between 8 a.m. and 5 p.m., Monday through Friday. Some of the required courses also are offered in the evening or on weekends.

For students seeking the Audio/Video Production degree, owning a laptop computer and a subscription to cloud-based software used in classes is strongly recommended. The AVP program chair can provide details and program-specific requirements.

Graduates earn an Associate of Applied Science degree. Job titles for graduates include video editor, sound designer, videographer, audio/video specialist, compositing artist, motion graphics designer, or production assistant.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Audio/Video Production (AVP)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
MID 110	Digital Media Concepts ( B )	2	2	3
MAT 120	Technical Mathematics ( G )	2	2	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
AVP 100	Introduction to Audio/ Video Production ( B )	4	1	4
ART 125	Design Principles ( G )	2	3	3
Semester 2				
AVP 110	Videography:Single Camera Production & Lighting ( T )	2	3	3
GRD 110	Beginning 2D Graphics ( T )	2	3	3

ENG 10X	English Composition Elective ( G )	3	0	3
AVP 130	Audio: Editing & Mixing ( T )	2	3	3
COMM 110	Public Speaking ( B )	3	0	3
Semester 3				
TC XXX	Technical Communication Elective ( T )	2	3	3
MID 190	Career Preparation: Multimedia Information Design ( B )	2	0	2
MKT 115	Marketing Research for Multimedia Professionals ( B )	3	0	3
GRD 210	Applied 2D Graphics: Audio/Video Production ( T )	2	3	3
AVP 120	Digital Video Editing ( T )	2	3	3
Semester 4				
AVP 230	Audio: Production/Sound Design ( T )	2	3	3
AVP 220	Video Editing and Compositing ( T )	2	3	3
AVP 210	Videography- Multi Camera Production and Lighting ( T )	2	3	3
AVP 240	Motion Graphics/ Compositing: After- Effects ( T )	2	3	3
Semester 5				
AVP XXX	Co-op/ Internship Elective ( T )	1	40	1
Semester 6				
XXX XXX	AVP Elective 1 ( T )	1	2	2
XXX XXX	AVP Elective 2 ( T )	1	20	1
XXX XXX	Social/ Behavioral Science Elective ( G )	3	0	3
Total Credits:		51	100	65

### Electives

#### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

#### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3



ENG 105	English Composition 2: Business Communication	3
<b>Technical Communication Elective</b>		
TC 205	Scriptwriting: Short Forms	3
TC 210	Scriptwriting: Long	3
<b>AVP Electives</b>		
AVP 192	Part-Time Cooperative Education 2: Audio/Video Production	1
AVP 250	Alternate Editing Platforms-Video	2
AVP 255	Advanced Lighting Techniques	2
AVP 260	Color Grading, Correction and Continuity	2
AVP 265	Video Compression- DVD Authoring	2
AVP 270	Alternate Editing Platforms- Audio	2
AVP 275	Advanced Audio Mixing- 5.1 Surround	2
AVP 280	Multit Track Recording Techniques	2
AVP 285	AVP Independent Project	3
AVP 292	Full-Time Cooperative Education 2: Audio/Video Production	2
AVP 295	Internship 2: Audio/Video Production	2
GRD 260	3D Visualization	5
WEB 111	Web Development 1	3
WEB 220	Animated and Interactive Web Content	3

**Social/Behavioral Science Elective**

Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC 3

**Co-op/Internship Elective**

AVP 191	Part-Time Cooperative Education 1: Audio/Video Production	1
AVP 291	Full-Time Cooperative Education 1: Audio/Video Production	2
AVP 294	Internship 1: Audio/Video Production	2

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chair/Advisor**

Professor David Killen, BA  
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**Co-op Coordinator**

Professor Andrea (Andi) Feld, BA  
andrea.feld@cincinnatiastate.edu

**Graphic Design (GRD)****Graphic Design (GRD)**

Students in the Graphic Design program begin their studies with emphasis on two-dimensional art and design, both traditional and computer-based, using industry-standard software products.

After successful completion of a required portfolio review process, students focus on advanced skills such as brand design and implementation, and motion design.

Currently many courses required for the degree are scheduled between 8 a.m. and 5 p.m., Monday through Friday. Some of the required courses also are offered in the evening or on weekends.

For students seeking the Graphic Design degree, owning a laptop computer and a subscription to cloud-based software used in classes is strongly recommended. The Graphic Design program chair can provide details and program-specific requirements.

Graduates earn an Associate of Applied Science degree. Job titles for graduates include graphic designer, motion designer, production artist, or web graphics/interface designer.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Graphic Design (GRD)**

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
MID 120	Drawing Fundamentals for Multimedia Information Design ( B )	2	3	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
ART 125	Design Principles ( B )	2	3	3
MID 110	Digital Media Concepts ( B )	2	2	3
Semester 2				
GRD 110	Beginning 2D Graphics ( B )	2	3	3
MAT 120	Technical Mathematics ( G )	2	2	3
WEB 111	Web Development 1 ( B )	2	3	3
ART 120	Design History ( G )	3	0	3
Semester 3				
GRD 150	Design Concepts: Typography ( T )	2	3	3
GRD 200	Graphic Design Portfolio Review ( T )	1	0	1
GRD 215	Applied 2D Graphics: GRD ( T )	2	3	3
MID 190	Career Preparation: Multimedia Information Design ( B )	2	0	2
MKT 115	Marketing Research for Multimedia Professionals ( T )	3	0	3
Semester 4				
GRD 230	Brand Identity Development ( T )	2	3	3
XXX XXX	Interactive Media Elective ( T )	2	3	3
ENG 10X	English Composition Elective ( G )	3	0	3

XXX XXX		2	3	3
Animation Elective (T)				
XXX XXX		3	0	3
Social/ Behavioral Science Elective (G)				
<b>Semester 5</b>				
GIT 255	Graphic Imaging Production Processes (T)	2	3	3
GRD 240	Packaging Design (T)	2	3	3
GRD 290	Graphic Design Capstone (T)	2	3	3
<b>Semester 6</b>				
GRD 294	Internship 1: Graphic Design (T)	1	40	2
Total Credits:		48	80	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Interactive Media Elective

GRD 250	User Interface Design and Implementation	3
WEB 112	Web Development 2	3

### Animation Elective

AVP 240	Motion Graphics/ Compositing: After- Effects	3
GRD 260	3D Visualization	5

### Social/Behavioral Science Elective

Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC		3
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The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Jason Caudill, MS  
jason.caudill@cincinnati.edu

### Co-op Coordinator

Professor Andrea (Andi) Feld, BA  
andrea.feld@cincinnati.edu

# Graphic Imaging Technology (GIT)

## Graphic Imaging Technology (GIT)

The Graphic Imaging Technology program prepares students for professional careers in printing, publishing, packaging, and related industries. The core course ensure that graduates have the skills and knowledge required for most entry-level jobs in the field.

Students learn the processes for creating art and publishing materials from idea generation to production. Students also gain hands-on experience producing printed materials using the major printing processes, including offset lithography, packaging (flexography), screen printing, and digital printing.

Coursework emphasizes individual and team laboratory performance, while stressing the development of creativity and problem-solving skills.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Graphic Imaging Technology (GIT)

		Lec	Lab	Credits
<b>Semester 1</b>				
FYE 1XX		1	0	1
First Year Experience Elective (B)				
GIT 100	Introduction to Graphic Imaging Technology (B)	2	2	3
ENG 101	English Composition 1 (G)	3	0	3
MKT 115	Marketing Research for Multimedia Professionals (B)	3	0	3
ART 125	Design Principles (G)	2	3	3
MID 110	Digital Media Concepts (B)	2	2	3
<b>Semester 2</b>				
MID 190	Career Preparation: Multimedia Information Design (B)	2	0	2
GRD 110	Beginning 2D Graphics (T)	2	3	3
GIT 105	Ink and Substrates (T)	3	0	3
ENG 10X		3	0	3
English Composition Elective (G)				
GIT 120	Digital Photography and Imaging (B)	1	4	3
<b>Semester 3</b>				
GIT 115	Adobe InDesign (T)	2	3	3
MAT 120	Technical Mathematics (G)	2	2	3
GIT 291	Full-Time Cooperative Education 1: Graphic Imaging Technology (T)	1	40	2
<b>Semester 4</b>				
GIT 200	Digital Imaging and Publishing (T)	1	6	3

GIT 240	Flexographic Printing Methods ( T)	1	6	3
GIT 220	Screen Printing ( T)	1	6	3

**Semester 5**

GIT 215	Applied 2D Graphics: Graphic Imaging Technology ( T)	2	3	3
GIT 230	Print Media Workflow ( T)	3	0	3
GIT 250	Offset Printing Methods ( T)	1	6	3
GIT 290	Graphic Imaging Technology Capstone ( T)	2	3	3

**Semester 6**

GIT 292	Full-Time Cooperative Education 2: Graphic Imaging Technology ( T)	1	40	2
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XXX XXX	Social/Behavioral Science Elective ( G)	3	0	3
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Total Credits:		44	129	64
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**Electives****First Year Experience Elective**

FYE 100	College Survival Skills	1		
FYE 105	College Success Strategies	2		
FYE 110	Community College Experience	3		

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3		
ENG 103	English Composition 2: Writing about Literature	3		
ENG 104	English Composition 2: Technical Communication	3		
ENG 105	English Composition 2: Business Communication	3		

**Social/Behavioral Science Elective**

Any CRJ, SOC, PSY, ECO, HST, GEO, LBR, POL		3		
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G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chair/Advisor**

Professor Kathleen (Kathy) Freed, BA  
kathleen.freed@cincinnatiastate.edu

**Co-op Coordinator**

Professor Andrea (Andi) Feld, BA  
andrea.feld@cincinnatiastate.edu

**Web and Multimedia Design (WEBM)****Web and Multimedia Design (WEBM)**

The Web and Multimedia Design degree program prepares students to design and deliver interactive multimedia content for web, CD, DVD, and kiosk deployment.

Students gain the knowledge and skills needed to create original digital art used to integrate text, images, animation, video, and other content into effective web and interactive multimedia products.

For students seeking the Web and Multimedia Design degree, owning a laptop computer and a subscription to cloud-based software used in classes is strongly recommended. The Web and Multimedia Design program chair can provide details and program-specific requirements.

Graduates of the program earn an Associate of Applied Science degree. Job titles for graduates include: web designer, web applications developer, multimedia designer/ animator, multimedia designer, multimedia developer, web/multimedia project manager, user interface designer, web/multimedia graphics designer, eBusiness developer, or interactive multimedia designer.

**Web and Multimedia Design Certificate (WEBM)**

The Web and Multimedia Design Certificate assists individuals currently working in a business, marketing, or IT-related field who want to upgrade their skills in design and development of interactive content for websites and other multimedia products.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Web and Multimedia Design (WEBM)**

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
ENG 101	English Composition 1 ( G)	3	0	3
WEB 111	Web Development 1 ( B)	2	3	3
FYE 1XX	First Year Experience Elective ( B)	1	0	1
MID 110	Digital Media Concepts ( B)	2	2	3
MKT 115	Marketing Research for Multimedia Professionals ( B)	3	0	3
<b>Semester 2</b>				
GRD 110	Beginning 2D Graphics ( T)	2	3	3
ART 125	Design Principles ( G)	2	3	3
WEB 112	Web Development 2 ( T)	2	3	3
ENG 10X	English Composition Elective ( G)	3	0	3
<b>Semester 3</b>				

GRD 220	Applied 2D Graphics: Web Design ( <b>T</b> )	2	3	3
WEB 130	Web Programming: JavaScript ( <b>T</b> )	2	3	3
COMM 110	Public Speaking ( <b>B</b> )	3	0	3
WEB 220	Animated and Interactive Web Content ( <b>T</b> )	2	3	3
<b>Semester 4</b>				
MID 190	Career Preparation: Multimedia Information Design ( <b>B</b> )	2	0	2
TC 235	User Experience Design and Usability Assessment ( <b>T</b> )	2	3	3
WEB 200	Web Design Portfolio Review ( <b>T</b> )	2	3	3
AVP 240	Motion Graphics/ Compositing: After- Effects ( <b>T</b> )	2	3	3
MAT 120	Technical Mathematics ( <b>G</b> )	2	2	3
<b>Semester 5</b>				
WEB 291	Full-Time Cooperative Education 1: Web & Multimedia Design ( <b>T</b> )	1	40	2
<b>Semester 6</b>				
WEB 240	Web Development: Advanced Topics ( <b>T</b> )	2	3	3
XXX XXX	Social/ Behavioral Science Elective ( <b>G</b> )	3	0	3
XXX XXX	Technical Elective 1 ( <b>T</b> )	2	2	3
XXX XXX	Technical Elective 2 ( <b>T</b> )	2	2	3
Total Credits:		49	81	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Social/Behavioral Science Elective

Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC	3
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### Technical Electives

Any AVP, GRD, MID, TC, WEB	6	
IT 111	Database Design and SQL 1	4
IT 112	Database Design and SQL 2	3
IT 140	PHP and MySQL	4
SET 110	HTML for Programmers	3

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T = Technical course in this curriculum

## Web and Multimedia Design Certificate (WEBC)

Semester 1		Lec	Lab	Credits
MKT 115	Marketing Research for Multimedia Professionals	3	0	3
WEB 111	Web Development 1	2	3	3
MID 110	Digital Media Concepts	2	2	3
XXX XXX	Technical Elective	2	2	3
Semester 2		Lec	Lab	Credits
WEB 130	Web Programming: JavaScript	2	3	3
GRD 110	Beginning 2D Graphics	2	3	3
WEB 112	Web Development 2	2	3	3
WEB 220	Animated and Interactive Web Content	2	3	3
Total Credits:		17	19	24

## Electives

### Technical Elective

Any AVP, GIT, GRD, MID, TC, WEB (not including courses that are certificate requirements)

## Faculty

### Program Chair/Advisor

Professor David Hocter, BA  
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### Co-op Coordinator

Professor Andrea (Andi) Feld, BA  
andrea.feld@cincinnatiastate.edu

## Networking and Support Systems

The Networking and Support Systems programs at Cincinnati State prepare students to successfully install, maintain, and support networking systems for industries, businesses, and other organizations.

Numerous entities—from large corporations to individual households—rely on computer networks to enhance production and complete daily tasks. The associate's degree programs offered within the Networking and Support Systems department provide areas of specialization for students interested in a computer networking career.

Networking and Support Systems programs include four associate degrees and a certificate:

- **Computer Network Administration (NETA)**
- **Computer Network Engineering Technology (NETC)**
- **Computer Network Engineering Technology - Cyber-Security Major (NETCCS)**
- **Computer Support and Administration Technology (CSA)**
- **Computer Network Administration Certificate (NETAC)**

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## Computer Network Administration (NETA & NETAC)

### Computer Network Administration (NETA)

Students in the Computer Network Administration program learn to plan, implement, analyze, and administer local, campus-wide, metropolitan, and wide-area networks. Students develop expertise in all facets of networking including operating systems, network hardware, server administration, and virtualization.

Graduates earn an Associate of Applied Science degree and are proficient with server setup and configuration, network security measures, messaging, network wiring, and network help desk operations. In addition, the program prepares students to qualify for several technical certifications.

### Computer Network Administration Certificate (NETAC)

The Computer Network Administration Certificate prepares students to implement and administer both client-based and server-based systems.

Students develop expertise in computer operating systems, network operating systems, server administration, and server configuration.

In addition, the certificate prepares students to qualify for Microsoft technical certification.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Computer Network Administration (NETA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
IT 105	Information Technology Concepts ( B )	2	3	3
IT 115	Operating Systems Administration 1 ( B )	2	3	3
NETA 120	Computer Virtualization ( T )	2	3	3

CIT 190	Career Preparation: Engineering and Information Technologies ( B )	1	0	1
FYE 1XX	First Year Experience Elective ( B )	1	0	1
<b>Semester 2</b>				
IT 116	Operating Systems Administration 2 ( B )	2	3	3
NETA 115	Networking Essentials ( T )	2	3	3
NETA 155	Server Administration 1 ( T )	3	2	4
MAT 121	Technical Algebra and Geometry with Statistics ( G )	2	2	3
ENG 1XX	English Composition Elective ( G )	3	0	3
<b>Semester 3</b>				
NETA 291	Full-Time Cooperative Education 1: Computer Network Administration ( T )	1	40	2
<b>Semester 4</b>				
NETA 135	Information Technology Support Desk Concepts ( T )	3	2	4
NETA 256	Server Administration 2 ( T )	3	2	4
NETA 265	Server Configuration ( T )	3	2	4
XXX XXX	Social/Behavioral Science Elective ( G )	3	0	3
<b>Semester 5</b>				
NETA 125	Open Source Operating Systems and Applications ( T )	2	3	3
NETA 290	Computer Network Administration Capstone ( T )	1	6	4
COMM 110	Public Speaking ( B )	3	0	3
XXX XXX	Arts/Humanities Elective ( G )	3	0	3
XXX XXX	Business Elective ( B )	3	0	3
<b>Semester 6</b>				
NETA 292	Full-Time Cooperative Education 2: Computer Network Administration ( T )	1	40	2

Total Credits: 49 114 65

### Electives

#### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

#### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
<b>Social/Behavioral Science Elective</b>		
Any ECO, GEO, HST, LBR, POL, PSY, SOC		3
<b>Arts/Humanities Elective</b>		
Any ART, CULT, FRN, SPN, LIT, MUS, PHI, REL, THE, or COMM 130		3
<b>Business Elective</b>		
ACC 101	Financial Accounting	3
LAW 101	Business Law	3
MGT 101	Principles of Management	3

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T = Technical course in this curriculum

## Computer Network Administration Certificate (NETAC)

Semester 1		Lec	Lab	Credits
IT 105	Information Technology Concepts	2	3	3
IT 115	Operating Systems Administration 1	2	3	3
NETA 120	Computer Virtualization	2	3	3
<b>Semester 2</b>				
NETA 155	Server Administration 1	3	2	4
IT 116	Operating Systems Administration 2	2	3	3
NETA 115	Networking Essentials	2	3	3
<b>Semester 3</b>				
NETA 135	Information Technology Support Desk Concepts	3	2	4
NETA 256	Server Administration 2	3	2	4
NETA 265	Server Configuration	3	2	4
Total Credits:		22	23	31

## Faculty

### Program Chair/Advisor

Professor Jeffrey Vetter, BS, BA  
jeffrey.vetter@cincinnati.edu

### Co-op Coordinator

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnati.edu

## Computer Network Engineering Technology (NETC)

### Computer Network Engineering Technology (NETC)

The Computer Network Engineering Technology program emphasizes the design, installation, and support of an organization's local area network (LAN), wide area network (WAN), network segment, internet, or intranet system.

Graduates of the program earn an Associate of Applied Science degree and are prepared to provide day-to-day, on-site administrative support for a variety of work environments, including professional offices, small businesses, schools, government agencies, and large corporations.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Computer Network Engineering Technology (NETC)

Semester 1		Lec	Lab	Credits
NETC 121	Network Communications 1 ( B )	2	2	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
MAT 125	Algebra and Trigonometry ( B )	3	2	4
ENG 101	English Composition 1 ( G )	3	0	3
EET 131	Circuit Analysis 1 ( T )	3	2	4
CIT 190	Career Preparation: Engineering and Information Technologies ( T )	1	0	1
<b>Semester 2</b>				
MAT 126	Functions and Calculus ( G )	3	2	4
EET 121	Digital Systems 1 ( T )	2	2	3
EET 132	Circuit Analysis 2 ( T )	3	2	4
NETA 155	Server Administration 1 ( B )	3	2	4
<b>Semester 3</b>				
XXX XXX	Cooperative Education or Transfer Elective 1 ( T )	1	40	2
<b>Semester 4</b>				
PHY 151	Physics 1: Algebra and Trigonometry-Based ( B )	3	3	4
NETC 122	Network Communications 2 ( T )	2	2	3
NETC 230	Network Security Design ( T )	2	2	3
EET 122	Digital Systems 2 ( T )	2	3	3
<b>Semester 5</b>				



NETC 240	Emerging Topics in Computer Network Engineering Technology ( T)	2	3	3
NETC 290	Computer Network Engineering Technology Capstone Project ( T)	2	2	3
ENG 10X	English Composition Elective ( G)	3	0	3
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective ( G)	3	0	3
<b>Semester 6</b>				
XXX XXX	Cooperative Education or Transfer Elective 2 ( T)	1	40	2

Total Credits: 45 109 60

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Arts/Humanities or Social/Behavioral Science Elective

PHI 110	Ethics	3
PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

### Cooperative Education or Transfer Electives

NETC 291	Full-Time Cooperative Education 1: Computer Network Engineering Technology	2
NETC 292	Full-Time Cooperative Education 2: Computer Network Engineering Technology	2
EET 251	Electronics	4
EMET 240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	3
EMET 250	Servomechanisms	3
IT 101	.NET Programming 1	3
IT 110	HTML with CSS and JavaScript	3
IT 111	Database Design and SQL 1	3
IT 115	Operating Systems Administration 1	3
IT 161	Java Programming 1	3

\* Program Chair approval is required for students planning to take a Transfer Elective course rather than participate in cooperative education.

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Paul Weingartner, PE, BS  
paul.weingartner@cincinnatiastate.edu

### Co-op Coordinator

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnatiastate.edu

## Computer Network Engineering Technology - Cyber-Security Major (NETCCS)

### Computer Network Engineering Technology - Cyber-Security Major (NETCCS)

The Computer Network Engineering Technology - Cyber-Security Major combines technical knowledge and skills with understanding of security planning, risk mitigation, and related documentation requirements.

Graduates earn an Associate of Applied Science degree and are prepared to assist organizations that must comply with federal or state government regulations related to information security, or must meet payment card industry requirements to safeguard customer information or other sensitive data.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Computer Network Engineering Technology - Cyber-Security Major (NETCCS)

Semester 1		Lec	Lab	Credits
NETC 121	Network Communications 1 ( B)	2	2	3
MAT 131	Statistics 1 ( G)	2	2	3
ENG 101	English Composition 1 ( G)	3	0	3
MGT 130	Project Management ( B)	3	0	3

FYE 1XX First Year Experience Elective (B)		1	0	1
CIT 190 Career Preparation: Engineering and Information Technologies (T)		1	0	1
<b>Semester 2</b>				
NETC 122 Network Communications 2 (T)		2	2	3
NETC 170 Governance and Management of IT (B)		3	3	4
NETA 155 Server Administration 1 (B)		3	2	4
XXX XXX Arts/ Humanities or Social/ Behavioral Science Elective (G)		3	0	3
<b>Semester 3</b>				
Cooperative Education or Transfer Elective 1 (T)		1	40	2
<b>Semester 4</b>				
NETC 180 Information Risk Management (T)		3	3	4
NETC 230 Network Security Design (T)		2	2	3
COMM 110 Public Speaking (B)		3	0	3
ENG 10X English Composition Elective (G)		3	0	3
PHY XXX Physics Elective (G)		2	2	3
<b>Semester 5</b>				
NETC 240 Emerging Topics in Computer Network Engineering Technology (T)		2	3	3
NETC 280 IT Documentation (T)		3	3	4
NETC 290 Computer Network Engineering Technology Capstone Project (T)		2	2	3
IT 215 Scripting (T)		2	2	3
<b>Semester 6</b>				
Cooperative Education or Transfer Elective 2 (T)		1	40	2
Total Credits:		47	108	61

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Arts/Humanities or Social/Behavioral Science Elective

PHI 110	Ethics	3
ECO 105	Principles of Microeconomics	3
PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Physics Elective

PHY 150	Introduction to Physics	3
PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5

### Cooperative Education or Transfer Electives \*

NETC 291	Full-Time Cooperative Education 1: Computer Network Engineering Technology	2
NETC 292	Full-Time Cooperative Education 2: Computer Network Engineering Technology	2
IT 101	.NET Programming 1	3
IT 110	HTML with CSS and JavaScript	3
IT 111	Database Design and SQL 1	3
IT 115	Operating Systems Administration 1	3
IT 161	Java Programming 1	3

\* Program Chair approval is required for students planning to take a Transfer Elective course rather than participate in cooperative education.

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Paul Weingartner, PE, BS  
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### Co-op Coordinator

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnatiastate.edu

# Computer Support and Administration Technology (CSA)

## Computer Support and Administration Technology (CSA)

Computer Support and Administration program graduates are troubleshooters responsible for interpreting problems and providing technical support assistance and advice to customers.

Students learn to install, set up, and maintain hardware and software for microcomputers. Courses include computer operating systems, data communications, networking, and support center management. Graduates earn an Associate of Applied Science degree.

Career opportunities for program graduates are diverse, for several reasons:

- The sheer number of computers and users in business and industry creates ever-changing work environments and challenges.
- Also, gaining assistance in using software effectively is generally a high priority for businesses and users.
- Finally, the graduate's knowledge and skills are applicable to a class of computers, rather than to a particular company, so graduates have significant job mobility as well as opportunities for entrepreneurial work.

Job titles for Computer Support and Administration graduates include senior PC support technician, PC system coordinator, or helpdesk manager.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Computer Support and Administration Technology (CSA)

Semester 1		Lec	Lab	Credits
CIT 190	Career Preparation: Engineering and Information Technologies ( <b>B</b> )	1	0	1
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
IT 105	Information Technology Concepts ( <b>B</b> )	2	3	3
IT 115	Operating Systems Administration 1 ( <b>B</b> )	2	3	3
MAT 121	Technical Algebra and Geometry with Statistics ( <b>G</b> )	2	2	3
FYE 1XX First Year Experience Elective ( <b>B</b> )		1	0	1
Semester 2				
CSA 111	Computer Repair 1 ( <b>T</b> )	2	3	3
EET 101	Electronic Fundamentals 1 ( <b>B</b> )	2	3	3

NETA 125	Open Source Operating Systems and Applications ( <b>B</b> )	2	3	3
ENG 10X English Composition Elective ( <b>G</b> )		3	0	3
NETX XXX Networking Elective ( <b>T</b> )		2	3	3
Semester 3				
CSA 291	Full-Time Cooperative Education 1: Computer Support and Administration ( <b>T</b> )	1	40	2
Semester 4				
CSA 112	Computer Repair 2 ( <b>T</b> )	2	3	3
COMM 110	Public Speaking ( <b>B</b> )	3	0	3
NETA 135	Information Technology Support Desk Concepts ( <b>T</b> )	3	2	4
PSY 110	Introduction to Psychology ( <b>G</b> )	3	0	3
IT XXX Programming Elective ( <b>T</b> )		2	3	3
Semester 5				
CSA 213	Computer Repair 3	2	2	3
CSA 290	Computer Support and Administration Capstone ( <b>T</b> )	2	2	3
NETA 155	Server Administration 1 ( <b>T</b> )	3	2	4
XXX XXX Arts/ Humanities Elective ( <b>G</b> )		3	0	3
Semester 6				
CSA 292	Full-Time Cooperative Education 2: Computer Support and Administration ( <b>T</b> )	1	40	2
Total Credits:		47	114	62

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Networking Elective

NETA 115	Networking Essentials	3
NETC 121	Network Communications 1	3

### Programming Elective

IT 101	.NET Programming 1	3
IT 110	HTML with CSS and JavaScript	3
IT 111	Database Design and SQL 1	3

**Arts/Humanities Elective**

Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE, or COMM 130 3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chair/Advisor**

Professor Jeffrey Vetter, BS, BA  
jeffrey.vetter@cincinnati.edu

**Co-op Coordinator**

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnati.edu

**Pre-Engineering (PENG)****Pre-Engineering (PENG)**

The Pre-Engineering program provides students with the academic foundation needed for transfer to a bachelor's degree program in engineering science, such as electrical, chemical, civil, mechanical, computer, or environmental engineering.

Students earn an Associate of Science degree and are prepared to enter their bachelor's degree program with half of the required credits already completed.

Students must consult with their academic advisor before choosing electives, to ensure that elective courses meet the requirements of the college or university where they will complete their bachelor's degree.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

**Pre-Engineering (PENG)**

Semester 1		Lec	Lab	Credits
CIT 120	Introductory Mathematics for Engineering Applications ( B )	4	2	5
CHE 131	General Chemistry 1 Lab ( G )	0	3	1
ENG 101	English Composition 1 ( G )	3	0	3
CHE 121	General Chemistry 1 ( G )	4	0	4
FYE 1XX	First Year Experience Elective ( B )	1	0	1

XXX XXX	Arts/ Humanities Elective 1 ( G )	3	0	3
<b>Semester 2</b>				
PHY 201	Physics 1: Calculus-Based ( G )	4	2	5
MAT 251	Calculus 1 ( G )	5	0	5
ENG 10X	English Composition Elective ( G )	3	0	3
XXX XXX	Technical Elective ( T )	2	2	3
<b>Semester 3</b>				
COMM 110	Public Speaking ( G )	3	0	3
PHY 202	Physics 2: Calculus-Based ( G )	4	2	5
MAT 252	Calculus 2 ( B )	5	0	5
XXX XXX	Arts/ Humanities Elective 2 ( G )	3	0	3
<b>Semester 4</b>				
CIT 130	Engineering Programming with MATLAB ( T )	2	3	3
MAT 253	Calculus 3 ( B )	5	0	5
XXX XXX	Social Science Elective 1 ( G )	3	0	3
XXX XXX	Social Science Elective 2 ( G )	3	0	3
Total Credits:		57	14	63

**Electives****First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Topics in Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

**Arts/Humanities Electives**

Any Transfer Module course from ART, CULT, LIT, MUS, PHI, REL, THE		6
<b>Technical Elective</b> <sup>1</sup>		3
Any CET, CMT, BMET, EET, EMET, EVS, EVT, MET, PSET, SET		

**Social Science Electives** 12

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

<sup>1</sup> Program Chair consent required

**Faculty**

**Program Chair/Advisor**

Professor George Armstrong, PE, PS, LS, BS  
george.armstrong@cincinnatiastate.edu

**Welding and Welding Certificate (WLD & WLDC)**

**Welding (WLD)**

The Welding degree prepares students for high-demand employment opportunities in industries such as manufacturing, construction, automotive, aerospace, and energy piping.

Students gain hands-on skill training in oxyacetylene welding (OAW), oxyfuel cutting (OFC), shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), and gas tungsten arc welding (GTAW). Students also develop knowledge and skills in other welding areas including metal fabrication, visual inspection, and blueprint reading.

The degree program includes cooperative education work opportunities as well.

The Welding associate's degree curriculum is aligned with the American Welding Society's SENSE program.

**Welding Certificate (WLDC)**

The Welding Certificate prepares students for immediate employment in organizations where welders are in demand, including manufacturing, construction, automotive, and energy industries. The program includes hands-on practice in a variety of welding processes as well as metal fabrication, testing, and quality control.

Graduates are prepared to take certification tests offered by the American Welding Society.

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Welding (WLD)**

Semester 1		Lec	Lab	Credits
WLD 100	Fundamentals of Welding ( B )	2	3	3
WLD 105	Print Reading and Weld Design ( B )	2	2	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1

PSY 1XX	Psychology Elective ( G )	3	0	3
XXX XXX	Humanities Elective or Natural Science Elective ( G )	3	0	3
<b>Semester 2</b>				
WLD 115	Gas Metal Arc Welding and Flux Cored Arc Welding ( B )	2	6	4
ENG 101	English Composition 1 ( G )	3	0	3
MAT 120	Technical Mathematics ( G )	2	2	3
WLD 111	Shielded Metal Arc Welding 1 ( B )	2	6	4
<b>Semester 3</b>				
WLD 112	Shielded Metal Arc Welding 2 ( T )	2	6	4
WLD 260	Weldability of Metals ( T )	2	2	3
MET 131	MET Computer Aided Drafting 1 ( T )	2	3	3
ENG 10X	English Composition Elective ( G )	3	0	3
<b>Semester 4</b>				
MET 111	Manufacturing Processes 1 ( T )	2	3	3
WLD 210	Gas Tungsten Arc Welding ( T )	2	6	4
EET 101	Electronic Fundamentals 1 ( T )	2	3	3
WLD 231	Pipe Welding 1 ( T )	2	6	4
<b>Semester 5</b>				
WLD 232	Pipe Welding 2 ( T )	2	6	4
WLD 291	Full-Time Cooperative Education 1: Welding ( T )	1	40	2
<b>Semester 6</b>				
WLD 292	Full-Time Cooperative Education 2: Welding ( T )	1	40	2
WLD 250	Welding Inspection and Codes ( T )	2	3	3
Total Credits:		43	137	65

**Electives**

**First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**Psychology Elective**

PSY 100	Applied Psychology: Human Relations	3
PSY 102	Applied Psychology: Stress Management	3
PSY 110	Introduction to Psychology	3

**Humanities Elective (take one course from either Humanities or Natural Sciences)**

Any ART, FRN, LIT, MUS, PHI, POL, REL, SPN, THE

**Natural Sciences Elective (take one course from either Humanities or Natural Sciences)**

Any CHE, EVS, PHY, PSC

**English Composition Elective**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Welding Certificate (WLDC)

Semester 1		Lec	Lab	Credits
WLD 100	Fundamentals of Welding	2	3	3
WLD 105	Print Reading and Weld Design	2	2	3
MAT 120	Technical Mathematics	3	0	3
Semester 2				
MET 111	Manufacturing Processes 1	2	3	3
WLD 111	Shielded Metal Arc Welding 1	2	6	4
MET 131	MET Computer Aided Drafting 1	2	3	3
Semester 3				
EET 101	Electronic Fundamentals 1	2	3	3
WLD 115	Gas Metal Arc Welding and Flux Cored Arc Welding	2	6	4
WLD 210	Gas Tungsten Arc Welding	2	6	4
WLD XXX	Technical Elective	2	6	4
Total Credits:		21	38	34

## Electives

### Technical Elective

WLD 112	Shielded Metal Arc Welding 2	4
WLD 260	Weldability of Metals	3
WLD 220	Metal Fabrication	3

## Faculty

### Program Chair/Advisor

Professor Michael DeVore, PhD, PE  
michael.devore@cincinnatiatstate.edu

### Co-op Coordinator

Professor Sue Dolan, M.Ed.  
sue.dolan@cincinnatiatstate.edu

## Health and Public Safety Division

Division Phone Number: (513) 569-1670

The Health and Public Safety Division at Cincinnati State brings together in one unit all programs for the education and training of health and public safety personnel as well as the Biological Sciences department. When available, the division's programs are accredited or approved by their respective professional bodies.

The Health and Public Safety Division offers clinically and experientially intensive associate's degree and certificate programs that prepare students to seek employment in their chosen field of study immediately following graduation.

The Biological Sciences department offers a range of courses to meet program needs and to support science requirements for students who seek associate's degrees and wish to transfer to institutions that offer bachelor's degrees.

The Public Safety programs work together, and in partnership with Cincinnati State's Workforce Development Center, to offer associate's degrees, certificates, and special courses, workshops, seminars, and forums related to Emergency Medical Services, Fire Service Technology, HazMat, Rescue and Safety, and Safety and Security Management. These programs allow participants to learn new skills or update the knowledge and skills needed to perform effectively on the job.

The division affiliates with area hospitals, health care agencies, fire service organizations, and other educational programs to provide clinical and experiential learning opportunities for health and public safety students.

All degree-seeking students must complete a First Year Experience (FYE) course as a part of the first 12 credit hours taken at Cincinnati State.

## Entrance Competencies

In order to ensure a high degree of success in academic studies in health and public safety, entering students must meet established academic levels in mathematics, writing, and reading comprehension. To aid in determining these levels, entering students are required to take the college placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, a divisional advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

Many Health and Public Safety Division programs receive more applications than space allows. Therefore, students may need to complete an additional application process by a designated deadline and complete the steps of a Selective Admission process (sometimes referred to as "Progression") to qualify for all of the courses needed to earn a degree. It is important to keep this information in mind as you create your education plan.

Selective Admission steps may include successfully completing designated courses (in addition to any needed academic foundations classes), taking a program-specific admissions test, and/or maintaining a specified grade point average while taking required courses at the College. A rating system is used to determine which students will progress into the selected program.

Many health programs have physical and cognitive competency requirements for those entering their professions. Information regarding these requirements can be found in the College website



description the program, or in program handbooks or other program literature.

## Cooperative Education

The Health and Public Safety Division supports the College's mission of providing educational programs with a combination of theory and practice. For many programs in the Health and Public Safety Division, experience in the clinical setting is an integral part of the educational process. Both clinical and cooperative education components provide students with the practical experience they need to begin work immediately upon graduation. Individual program descriptions in this section of the catalog provide specific information about requirements for clinical experience, cooperative education, or internship.

To ensure the safety of students and others, our affiliated partners in the health and public safety community require students to comply with certain criteria prior to beginning clinical and experiential learning. Requirements will vary, but generally include a health examination, immunizations, background screenings, and relevant training. Proof of coverage under a policy of health insurance may also be required.

Cincinnati State strongly recommends that students obtain personal health insurance coverage. Please be aware that lack of coverage under a policy of health insurance may affect a student's eligibility to participate in the clinical learning experience. Information about an optional health insurance plan for purchase by students is available in the Student Activities Office.

## Health Excel Services

Health Excel provides Cincinnati State Health and Public Safety Division students with comprehensive educational and professional support services to enhance classroom learning and assist in professional development. Support services available to students include special seminars; individualized tutorial assistance; career, personal, and financial counseling; job shadowing opportunities; mentoring; writing and study skills assistance; and assistance developing a re-entry plan following failure in a technical program.

## Transfer Module

The Ohio Department of Higher Education developed the Ohio Transfer Module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of communication, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the State of Ohio Policy for Institutional Transfer (p. 162) and the Transfer Module (p. 148) sections of this catalog.

Associate's degree programs in the Health and Public Safety Division contain in their curriculums many of the required courses for the transfer module. Students who wish to complete the transfer module should schedule the additional courses at their convenience. Students who transfer to an Ohio public university for baccalaureate degrees will find that the Cincinnati State Associate of Applied Science degree, combined with a transfer module showing grades of C or higher, receives preferential consideration at the receiving institution.

## Advanced Health Careers Preparatory Certificate (AHPC)

### Advanced Health Careers Preparatory Certificate (AHPC)

The Advanced Health Careers Preparatory Certificate provides recognition that a student has completed courses required for admission into academic programs in health fields such as Master of Science, Master of Science in Nursing (MSN), Doctor of Pharmacy (Pharm.D), Doctor of Physical Therapy (PTD), or Physician Assistant (PA).

Students must hold a bachelor's degree from an accredited institution of higher education to qualify for program entry.

To earn the certificate, students must complete a minimum of 14 credit hours from the courses listed. A minimum grade of C is required for all courses. If a student does not meet the prerequisites for a listed course, additional courses may be required.

Course selections must be approved by the student's advisor.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Advanced Health Careers Preparatory Certificate (AHPC)

**Program Prerequisite:** A bachelor's degree from an accredited institution of higher education, or Program Advisor consent, is required to enroll in the certificate program.

Semester 1	Lec	Lab	Credits
XXX XXX	3	3	4
AHPC			
Elective 1			
XXX XXX	2	2	3
AHPC			
Elective 2			
<b>Semester 2</b>			
XXX XXX	3	3	4
AHPC			
Elective 3			
XXX XXX	2	2	3
AHPC			
Elective 4			
<b>Total Credits:</b>	<b>10</b>	<b>10</b>	<b>14</b>

## Electives

### Advanced Health Careers Preparatory Certificate Electives

Complete at least 14 credits from courses listed below, with a minimum grade of C for all courses. Students must consult with the Program Advisor before registering for courses.

#### Biology

BIO 115	Human Genetics	3
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BIO 131	Biology 1	5
BIO 132	Biology 2	5
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4
BIO 220	Microbiology	3
BIO 230	Pharmacology	3
BIO 240	Pathophysiology	3
BIO 250	Cell Biology	5
BIO 260	Genetics	5
BIO 270	Ecology	5
BIO 275	Animal Behavior	5
BIO 240	Pathophysiology	3

**Chemistry**

CHE 110	Fundamentals of Chemistry	4
CHE 111	Bio-Organic Chemistry	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab *	5
CHE 122 & CHE 132	General Chemistry 2 and General Chemistry 2 Lab *	5
CHE 201 & CHE 211	Organic Chemistry 1 and Organic Chemistry 1 Lab *	5
CHE 202 & CHE 212	Organic Chemistry 2 and Organic Chemistry 2 Lab *	5

**Other Electives**

DT 120	Nutrition for a Healthy Lifestyle	3
PSY 225	Lifespan Development	3

\* Must co-register for laboratory course

**Faculty****Program Chair/Advisor**

Professor Gregory Klein, MS  
gregory.klein@cincinnatiastate.edu

## Bioscience Technology & Bioscience Certificate (BSC & BSCC)

### Bioscience Technology (BSC)

Bioscience technicians perform procedures in chemical and biotechnology laboratories, pharmaceutical manufacturing facilities, and research laboratories. Students who successfully complete the Bioscience Technology program at Cincinnati State earn an Associate of Applied Science degree while developing the skills important to a successful career in bioscience or biotechnology. These skills include advanced knowledge of biology and chemistry, microbiology, and laboratory techniques.

The curriculum prepares graduates for entry-level employment in bioscience or biotechnology, or for transfer to a bachelor's degree program in biological science or related fields.

Students entering the Bioscience Technology program should have a strong background in or aptitude for the sciences, a willingness to follow structured methods, ability to explore molecules and cells, and

a desire to help people and enhance the world through the use of biotechnology.

### Bioscience Certificate (BSCC)

The Bioscience Certificate is designed for students exploring a new career path in the biotechnology industry. The certificate curriculum contains less rigorous biology and chemistry requirements than the Bioscience associate's degree program, but has the same laboratory skills courses.

Students who earn the Bioscience Certificate gain experience in aseptic technique, genetic engineering, DNA forensics, protein isolation, DNA electrophoresis technology, and PCR (polymerase chain reaction).

Employees in biotechnology fields are expected to pay close attention to detail, follow detailed protocols, and have the ability to work in clean environments. Employment opportunities for graduates include working as laboratory assistants or technicians in a wide range of industries such as food and flavor testing, pharmaceutical production, microbiological analysis, water quality analysis, and sample management.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Bioscience Technology (BSC)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
ENG 101	English Composition 1 ( G )	3	0	3
BSC 108	Bioscience Skills and Regulations ( B )	3	3	4
BIO 131	Biology 1 ( G )	3	4	5
FYE 1XX	First Year Experience Elective ( B )	1	0	1
<b>Semester 2</b>				
BSC 115	Bioscience Laboratory Methods ( T )	2	3	3
BIO 132	Biology 2 ( B )	3	4	5
ENG 104	English Composition 2: Technical Communication ( G )	3	0	3
<b>Semester 3</b>				
MAT 151	College Algebra ( G )	4	0	4
CHE 121	General Chemistry 1 ( B )	4	0	4
CHE 131	General Chemistry 1 Lab ( B )	0	3	1
BSC 150	Scientific Literacy for Bioscience ( B )	2	0	2
XXX XXX	Arts/ Humanities Elective or Social/ Behavioral Science Elective ( G )	3	0	3

**Semester 4**

BSC 205	Molecular Genetics Laboratory ( T)	2	6	5
CHE 122	General Chemistry 2 ( T)	4	0	4
CHE 132	General Chemistry 2 Lab ( T)	0	3	1
BIO XXX	Biology Elective (T)	3	0	3

**Semester 5**

BSC 210	Protein Purification and Analysis ( T)	2	6	5
XXX XXX	Bioscience Elective (T)	1	2	2
CHE XXX	Organic Chemistry Elective (T)	4	0	4

**Semester 6**

BSC XXX	Bioscience Experiential Learning Elective (T)	1	20	1
Total Credits:		48	54	63

**Electives****First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**Biology Elective**

BIO 220	Microbiology	3
BIO 230	Pharmacology	3
BIO 240	Pathophysiology	3
BIO 250	Cell Biology	5
BIO 260	Genetics	5
BIO 270	Ecology	5
BIO 275	Animal Behavior	5

**Bioscience Elective**

BSC 120	Cell Culture	2
BSC 160	Quality and Compliance in Biomanufacturing	3
BSC 230	Introduction to Bioinformatics	3
MET 230	Quality Control and Six Sigma	4
EVT 168	Radiation Safety	2
EVT 170	Water and Wastewater Treatment and Analysis	4

**Organic Chemistry Elective**

CHE 111	Bio-Organic Chemistry	4
CHE 201 & CHE 211	Organic Chemistry 1 and Organic Chemistry 1 Lab	5

**Arts/Humanities Elective or Social/Behavioral Science Elective**

CULT 105	Issues in Human Diversity	3
CULT 110	Social Issues in Technology	3
PHI 110	Ethics	3

PSY 100	Applied Psychology: Human Relations	3
PSY 102	Applied Psychology: Stress Management	3
PSY 110	Introduction to Psychology	3
SOC 100	Survey of Social Issues	3
SOC 105	Introduction to Sociology	3

**Bioscience Experiential Learning Elective**

BSC 280	Bioscience Capstone Project	2
BSC 191	Part-Time Cooperative Education 1: Bioscience	1
BSC 291	Full-Time Cooperative Education 1: Bioscience	2
BSC 294	Internship 1: Bioscience	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Bioscience Certificate**

**Program Prerequisite: AFM 097 (minimum grade C) or appropriate placement test score**

		Lec	Lab	Credits
<b>Semester 1</b>				
BSC 108	Bioscience Skills and Regulations	3	3	4
BIO 111	Biology: Unity of Life	3	2	4
MAT 151	College Algebra	4	0	4
ENG 101	English Composition 1	3	0	3
<b>Semester 2</b>				
CHE 110	Fundamentals of Chemistry	3	3	4
BSC 115	Bioscience Laboratory Methods	2	3	3
BIO 115	Human Genetics	3	0	3
BSC 280	Bioscience Capstone Project	0	4	2
COMM 110	Public Speaking	3	0	3
Total Credits:		24	15	30

**Faculty****Program Chair/Advisor**

Aaron Greene BS, MS  
aaron.greene@cincinnatiastate.edu

**Diagnostic Medical Sonography (DMSC & DMSG)****Diagnostic Medical Sonography - Cardiovascular (DMSC) or General Imaging (DMSG)**

The diagnostic medical sonographer is a highly-skilled professional who uses specialized equipment to create diagnostic images.

The Diagnostic Medical Sonography program at Cincinnati State prepares students to become entry-level diagnostic medical sonographers in two specialty areas:

- Cardiac and vascular sonography (DMSC)
- Abdominal, obstetric, and gynecological sonography (DMSG)

Program graduates earn an Associate of Applied Science degree that includes general education and technical sonography courses. The program also includes supervised clinical experience on site at various health care facilities in the Greater Cincinnati area. Clinical experiences are unpaid.

Courses in this program are scheduled primarily between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Students must have a minimum grade point average (GPA) of 2.75 to graduate. Graduates are eligible to take the American Registry of Diagnostic Medical Sonographers national certification examination.

The program is accredited by The Commission of Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756. Website: [www.caahep.org](http://www.caahep.org). Phone: (727) 210-2350. FAX: (727) 210-2354.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Diagnostic Medical Sonography— Cardiovascular (DMSC)

Students seeking admission to the Diagnostic Medical Sonography - Cardiovascular program must complete specific requirements. After completing Semester 2 of Year 1, students should apply for selective enrollment into the DMS program. Year 2 courses begin in Fall Semester. Students should meet with their academic advisor to discuss eligibility and deadlines for selective enrollment.

### First Year

Semester 1		Lec	Lab	Credits
FYE 1XX	First Year Experience Elective (B)	1	0	1
MCH 104	Comprehensive Medical Terminology (B)	3	0	3
BIO 151	Anatomy and Physiology 1 (G)	3	2	4
MAT 161	College Algebra for Diagnostic Medical Sonography (G)	3	2	4
Semester 2				
BIO 152	Anatomy and Physiology 2 (B)	3	2	4
DMS 100	Survey of Sonography (B)	2	2	3
PHY 110	Health Physics (B)	2	3	3
MCH 1XX	Multicompetency Healthcare Elective (B)	2	0	2

After completing Year 1, Semester 1 and 2 courses, apply for Selective Enrollment into the DMSC program.

### Second Year

#### Semester 1

ENG 101	English Composition 1 (G)	3	0	3
DMSC 110	Advanced Electrocardiography (B)	1	2	2
DMS 111	Sonographic Principles and Instrumentation 1 (T)	3	0	3
DMSC 120	Cardiovascular Sonography (T)	3	0	3
DMSC 121	Cardiovascular Sonography Scan Lab 1 (T)	0	6	2

#### Semester 2

ENG 10X	English Composition Elective (G)	0	3	3
DMS 112	Sonographic Principles and Instrumentation 2 (T)	2	0	2
DMSC 122	Cardiovascular Sonography Scan Lab 2 (T)	0	6	2
DMSC 131	Vascular Sonography 1 (T)	3	0	3
DMSC 141	Echocardiography 1 (T)	3	0	3

#### Semester 3

PSY 110	Introduction to Psychology (G)	3	0	3
DMSC 223	Cardiovascular Sonography Scan Lab 3 (T)	0	3	1
DMSC 281	Cardiovascular Internship 1 (T)	0	24	1

### Third Year

#### Semester 1

DMSC 224	Cardiovascular Sonography Scan Lab 4 (T)	0	4	2
DMSC 232	Vascular Sonography 2 (T)	2	0	2
DMSC 242	Echocardiography 2 (T)	2	0	2
DMSC 282	Cardiovascular Internship 2 (T)	0	24	1

#### Semester 2

DMSC 250	Cardiovascular Imaging Seminar (T)	1	2	2
DMSC 283	Cardiovascular Internship 3 (T)	0	32	2

Total Credits:		45	117	66
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## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3

### Multicompetency Healthcare Elective

MCH 138	Patient Care Skills	2
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MCH 130 Nurse Aide Training 5

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

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T = Technical course in this curriculum

## Diagnostic Medical Sonography— General Imaging (DMSG)

Students seeking admission to the Diagnostic Medical Diagnostic Medical Sonography - General Imaging program must complete specific requirements. After completing Semester 2 of Year 1, students should apply for selective enrollment into the DMS program. Year 2 courses begin in Fall Semester. Students should meet with their academic advisor to discuss eligibility and deadlines for selective enrollment.

### First Year

		Lec	Lab	Credits
<b>Semester 1</b>				
FYE 1XX	First Year Experience Elective (B)	1	0	1
MCH 104	Comprehensive Medical Terminology (B)	3	0	3
BIO 151	Anatomy and Physiology 1 (G)	3	2	4
MAT 161	College Algebra for Diagnostic Medical Sonography (G)	3	2	4

### Semester 2

DMS 100	Survey of Sonography (B)	2	2	3
PHY 110	Health Physics (G)	2	3	3
BIO 152	Anatomy and Physiology 2 (B)	3	2	4
MCH 1XX	Multicompetency Healthcare Elective (B)	2	0	2

After completing Year 1, Semester 1 and 2 courses, apply for Selective Enrollment into the DMSG program.

### Second Year

#### Semester 1

ENG 101	English Composition 1 (G)	3	0	3
DMSG 110	Sterile Techniques (B)	1	2	2
DMS 111	Sonographic Principles and Instrumentation 1 (T)	3	0	3
DMSG 120	General Imaging Sonography (T)	3	0	3
DMSG 121	General Imaging Sonography Scan Lab 1 (T)	0	6	2

#### Semester 2

ENG 10X English Composition Elective (G)

DMS 112 Sonographic Principles and Instrumentation 2 (T) 2 0 2

DMSG 122 General Imaging Sonography Scan Lab 2 (T) 0 6 2

DMSG 131 Abdominal Sonography 1 (T) 3 0 3

DMSG 141 Obstetrics and Gynecology Sonography 1 (T) 3 0 3

#### Semester 3

PSY 110 Introduction to Psychology (G) 3 0 3

DMSG 223 General Imaging Sonography Scan Lab 3 (T) 0 3 1

DMSG 281 General Imaging Internship 1 (T) 0 24 1

#### Third Year

##### Semester 1

DMSG 224 General Imaging Sonography Scan Lab 4 (T) 0 4 2

DMSG 232 Abdominal Sonography 2 (T) 2 0 2

DMSG 242 Obstetrics and Gynecology Sonography 2 (T) 2 0 2

DMSG 282 General Imaging Internship 2 (T) 0 24 1

##### Semester 2

DMSG 250 General Imaging Seminar (T) 2 0 2

DMSG 283 General Imaging Internship 3 (T) 0 32 2

Total Credits: 46 115 66

## Electives

### FYE Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3

### Multicompetency Healthcare Elective

MCH 138	Patient Care Skills	2
MCH 130	Nurse Aide Training	5

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum



## Faculty

### Program Chair

Tina Cisle, MS, RDMS, RDCS, RVT  
tina.cisle@cincinnati.edu

## Health Information Management Technology & Coding Specialist Certificate (HIM & COC)

### Health Information Management Technology (HIM)

The Health Information Management program at Cincinnati State focuses on the maintenance of health care data and management of information resources. Health Information Management professionals collect, integrate, and analyze primary and secondary health care data; disseminate information; and manage information resources related to the research, planning, provision, payment, and evaluation of health care services.

Graduates earn an Associate of Applied Science degree, and are prepared to take the national certification examination for registered health information technicians (RHIT) offered through the American Health Information Management Association.

Students must have a minimum grade point average (GPA) of 2.75 to graduate.

All of the core courses in the Health Information Management program are offered online.

The Health Information Management Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Website: <http://www.cahiim.org>

### Coding Specialist Certificate (COC)

In many instances, financial reimbursement to patients or medical professionals for healthcare services is tied to the use of standard numeric coding systems. The Coding Specialist Certificate prepares students for entry-level positions applying these codes to healthcare records in hospitals, outpatient clinics, physician group practices, billing companies, and insurance companies.

Students learn to accurately determine code assignments using ICD and CPT coding systems.

Graduates of the certificate program may take an entry-level certification exam offered by the American Health Information Management Association (AHIMA). Successful completion of the exam earns the credential Certified Coding Associate (CCA).

Professional organizations that offer advanced certification recommend coding education along with experience in the field prior to pursuing certification. Individuals should evaluate their knowledge and experience prior to considering an advanced certification examination.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Health Information Management Technology (HIM)

Semester 1		Lec	Lab	Credits
FYE 1XX		1	0	1
First Year Experience Elective (B)				
HIM 100	Introduction to Health Information Management ( B )	3	0	3
HIM 105	Legal Aspects of Health Information Management ( B )	2	0	2
BIO 151	Anatomy and Physiology 1 ( B )	3	2	4
MAT 1XX		2	2	3
Math Elective (G)				
Semester 2				
HIM 115	Clinical Abstracting of Health Data ( B )	2	0	2
HIM 120	Health Information Technology Systems ( T )	3	0	3
BIO 152	Anatomy and Physiology 2 ( B )	3	2	4
MCH 1XX		3	0	3
Medical Terminology Elective (T)				
IM 120	Electronic Spreadsheets: Microsoft Excel ( T )	2	3	3
Semester 3				
HIM 110	Healthcare Quality Management and Data Analysis ( T )	4	0	4
HIM 130	International Classification of Diseases (ICD) Coding ( T )	4	0	4
HIM 135	Pharmacology for Health Information Management ( B )	1	0	1
BIO 240	Pathophysiology ( G )	3	0	3
Semester 4				
HIM 210	Healthcare Reimbursement Methodologies ( T )	3	0	3
HIM 215	Advanced Medical Coding ( T )	4	0	4
HIM 225	Current Procedural Terminology (CPT) Coding ( T )	3	0	3
ENG 101	English Composition 1 ( G )	3	0	3
Semester 5				
HIM 200	Health Information Management Strategies ( T )	3	0	3
HIM 220	Health Information Management Certification Exam Review ( T )	2	0	2
HIM 280	Health Information Management Professional Practice ( T )	0	7	1



ENG 10X English Composition Elective (G)	3	0	3
PSY 1XX Psychology Elective (G)	3	0	3
<b>Total Credits:</b>	<b>60</b>	<b>16</b>	<b>65</b>

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Psychology Elective

PSY 100	Applied Psychology: Human Relations	3
PSY 110	Introduction to Psychology	3

### Medical Terminology Elective

MCH 104	Comprehensive Medical Terminology	3
MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4

### Math Elective

MAT 105	Quantitative Reasoning	3
MAT 115	Pre-Statistics	3

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T = Technical course in this curriculum

## Coding Specialist Certificate (COC)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
FYE 1XX	First Year Experience Elective	1	0	1
HIM 100	Introduction to Health Information Management	3	0	3
BIO 151	Anatomy and Physiology 1	3	2	4
<b>Semester 2</b>				
HIM 115	Clinical Abstracting of Health Data	2	0	2
BIO 152	Anatomy and Physiology 2	3	2	4
MCH 1XX	Medical Terminology Elective (T)	3	0	3

### Semester 3

HIM 130	International Classification of Diseases (ICD) Coding	4	0	4
HIM 135	Pharmacology for Health Information Management	1	0	1
BIO 240	Pathophysiology	3	0	3

### Semester 4

HIM 210	Healthcare Reimbursement Methodologies	3	0	3
HIM 215	Advanced Medical Coding	4	0	4
HIM 225	Current Procedural Terminology (CPT) Coding	3	0	3

**Total Credits:** 33 4 35

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Medical Terminology Elective

MCH 104	Comprehensive Medical Terminology	3
MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4

## Faculty

### Program Chair/Advisor

Professor Cindy Kneip, RHIA  
cindy.kneip@cincinnatiastate.edu

## Health Information Technology

### Health Information Technology

Health Information Technology involves the exchange of health information in an electronic environment. Widespread use of information technology within the health care industry will improve the quality of health care, prevent medical errors, reduce health care costs, increase administrative efficiencies, decrease paperwork, and expand access to affordable health care.

This program at Cincinnati State, which is offered through collaboration of the Center for Innovative Technologies and the Health and Public Safety Division, prepares students for important roles in varied healthcare settings. Graduates may take on responsibilities such as:

- Implementing and managing systems for electronic medical records and patient health records.
- Designing and developing tools and systems to support clinical decision making and research.
- Safeguarding the security of patient records in compliance with privacy laws and ethical issues related to the sharing of medical data and patient data.
- Developing standards for the exchange and interoperability of medical data, promoting meaningful use of medical records and data.
- Selecting and implementing health information systems to provide affordable quality healthcare.

The HIT program offers two majors:

- **Healthcare Informatics (HITHI)**
- **Healthcare Programming and Systems Analysis (HITPA)**

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

## Healthcare Informatics Major (HITHI)

### Health Information Technology - Healthcare Informatics Major (HITHI)

Students in the Healthcare Informatics major gain skills needed to assist organizations with meaningful and efficient use of healthcare data by incorporating information technologies and information management techniques.

Graduates earn an Associate of Applied Science degree and have the knowledge and skills required to collect, manage, use, and share information to support delivery of healthcare services and to promote healthy living.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Healthcare Informatics Major (HITHI)

Semester 1		Lec	Lab	Credits
FYE 1XX	First Year Experience Elective (B)	1	0	1
HIT 100	Language and Culture of Healthcare (B)	3	0	3
IT 100	Computer Programming Foundations (B)	2	3	3
ENG 101	English Composition 1 (G)	3	0	3
MAT 131	Statistics 1 (G)	2	2	3
Semester 2				
HIT 105	Information Technology Systems in Healthcare (B)	3	0	3
BPA 130	Business Systems Analysis and Design (T)	2	3	3
IT 101	.NET Programming 1 (B)	2	3	3
IT 111	Database Design and SQL 1 (T)	2	3	3
Semester 3				
IT 210	System Design and Implementation (T)	2	3	3
MAT 132	Statistics 2 (T)	2	2	3
HIT 210	Healthcare Reimbursement (T)	3	0	3
IT 112	Database Design and SQL 2 (T)	2	3	3
Semester 4				

COMM 1XX	Communications Elective (B)	3	0	3
HIT 225	Data Mining (T)	3	0	3
HIT 220	Health Information Technology in the Continuum of Care (T)	3	0	3
MCH 104	Comprehensive Medical Terminology (T)	3	0	3
HIT XXX	Health Information Technology Experiential Education Elective (T)	0	7	1
Semester 5				
PSY 1XX	Psychology Elective (G)	3	0	3
XXX XXX	Arts/Humanities Elective (G)	3	0	3
BPA 290	Business Programming and Systems Analysis Capstone (T)	3	3	4
ENG 10X	English Composition Elective (G)	3	0	3
Total Credits:		53	32	63

### Electives

#### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

#### Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

#### Health Information Technology Experiential Education Elective

HIT 191	Part-time Co-op 1: HIT	1
HIT 192	Part-time Co-op 2: HIT	1
HIT 291	Full-Time Cooperative Education 1: Health Information Technology	2
HIT 292	Full-Time Cooperative Education 2: Health Information Technology	2
HIT 294	Internship: Health Information Technology	1

#### Psychology Elective

PSY 100	Applied Psychology: Human Relations	3
PSY 110	Introduction to Psychology	3

#### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130	3
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#### English Composition Elective

ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chairs/Advisors

Professor Cindy Kneip, RHIA  
cindy.kneip@cincinnatiastate.edu

Professor Robert Nields, MBA  
robert.nields@cincinnatiastate.edu

### Co-op Coordinator

Profesor Noelle Grome, ME, MA  
noelle.grome@cincinnatiastate.edu

## Healthcare Programming and Systems Analysis Major (HITPA)

### Health Information Technology - Healthcare Programming and Systems Analysis Major (HITPA)

Students in the Health Information Technology - Healthcare Programming and Analysis major gain the knowledge and skills required to fulfill an essential information technology role in healthcare organizations, either as a developer who designs, implements, and maintains health-based software applications, or as an analyst supporting current healthcare-related applications.

Graduates earn an Associate of Applied Science degree. Coursework covers healthcare fundamentals as well as IT professional skills in systems analysis, software development, database design, and core technical areas including .NET, Java, HL7, SQL, and SQL Server.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Healthcare Programming and Analysis Major (HITPA)

Semester 1	Lec	Lab	Credits
FYE 1XX First Year Experience Elective (B)	1	0	1

HIT 100	Language and Culture of Healthcare ( B)	3	0	3
IT 100	Computer Programming Foundations ( B)	2	3	3
ENG 101	English Composition 1 ( G)	3	0	3
MAT 1XX	Mathematics Elective ( G)	2	2	3
<b>Semester 2</b>				
HIT 105	Information Technology Systems in Healthcare ( B)	3	0	3
IT 101	.NET Programming 1 ( B)	2	3	3
IT 111	Database Design and SQL 1 ( B)	2	3	3
BPA 130	Business Systems Analysis and Design ( T)	2	3	3
<b>Semester 3</b>				
HIT 210	Healthcare Reimbursement ( T)	3	0	3
IT 102	.NET Programming 2 ( T)	2	3	3
MCH 104	Comprehensive Medical Terminology ( T)	3	0	3
ENG 1XX	English Composition Elective ( G)	3	0	3
<b>Semester 4</b>				
HIT 215	Healthcare Programming ( T)	3	0	3
IT 210	System Design and Implementation ( T)	2	3	3
HIT XXX	Health Information Technology Experiential Education Elective ( T)	0	7	1
IT 161	Java Programming 1 ( T)	2	3	3
IT 110	HTML with CSS and JavaScript ( T)	2	3	3
<b>Semester 5</b>				
XXX XXX	Arts/ Humanities Elective ( G)	3	0	3
PSY 110	Introduction to Psychology ( G)	3	0	3
BPA 290	Business Programming and Systems Analysis Capstone ( T)	3	3	4
IT XXX	Information Technology Elective ( T)	2	3	3
Total Credits:		51	39	63

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2

FYE 110	Community College Experience	3
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**Mathematics Elective**

MAT 115	Pre-Statistics	3
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

**English Composition Elective**

ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

**Health Information Technology Experiential Education Elective**

HIT 191	Part-time Co-op 1: HIT	1
HIT 192	Part-time Co-op 2: HIT	1
HIT 291	Full-Time Cooperative Education 1: Health Information Technology	2
HIT 292	Full-Time Cooperative Education 2: Health Information Technology	2
HIT 294	Internship: Health Information Technology	1

**Arts/Humanities Elective**

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

**Information Technology Elective \***

IT 140	PHP and MySQL	4
IT 112	Database Design and SQL 2	3
IT 220	Emerging Topics in Computer Software Development	3
HIT 220	Health Information Technology in the Continuum of Care	3
BPA 230	Mobile Application Development	4

\* Program Chair approval required

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chairs/Advisors**

Professor Robert Nields, MBA  
rober.nields@cincinnatiastate.edu

Professor Cindy Kneip, RHIA  
cindy.kneip@cincinnatiastate.edu

**Co-op Coordinator**

Professor Noelle Grome, ME, MA  
noelle.grome@cincinnatiastate.edu

# Health Sciences Technology (HSCT)

## Health Sciences Technology (HSCT)

The Health Sciences Technology program at Cincinnati State offers a flexible curriculum designed to meet the changing needs of the healthcare field. Students are trained to perform multiple functions in more than one healthcare-related discipline, while working toward completion of an Associate of Applied Science degree.

To complete the associate's degree requirements, students combine certificate program coursework (chosen from the certificates listed) with core technical coursework in areas such as science, medical terminology, and professional standards. Students also complete courses in communication and other foundation skill areas.

Students must meet with an advisor before deciding on their areas of study.

Most program graduates are employed in a field related to one of their completed certificates.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Health Sciences Technology (HSCT)

<b>Semester 1</b>		<b>Lec</b>	<b>Lab</b>	<b>Credits</b>
MCH 100	Healthcare Informatics ( T )	2	0	2
ENG 101	English Composition 1 ( G )	3	0	3
XXX XXX	Certificate Electives 1 ( T )	4	2	5
MAT 105	Quantitative Reasoning ( G )	2	2	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
MCH 10X	Medical Terminology Elective ( T )	3		3
<b>Semester 2</b>				
COMM 110	Public Speaking ( B )	3	0	3
MCH 138	Patient Care Skills ( T )	1	3	2
ENG 10X	English Composition Elective ( G )	3	0	3
XXX XXX	Certificate Electives 2 ( T )	4	2	5
<b>Semester 3</b>				

EMS 100	CPR and First Aid for the Health Care Professional ( <b>B</b> )	1	0	1
PSY 110	Introduction to Psychology ( <b>G</b> )	3	0	3
BIO 151	Anatomy and Physiology 1 ( <b>G</b> )	3	2	4
XXX XXX		4	2	5
Certificate Electives 3 ( <b>T</b> )				
MCH 108	Professionalism in Healthcare ( <b>T</b> )	3	0	3
<b>Semester 4</b>				
MCH 114	Law and Ethics for Healthcare ( <b>T</b> )	2	0	2
MCH 116	Cultural Competency for Health and Public Safety Professions ( <b>T</b> )	3	0	3
BIO 152	Anatomy and Physiology 2 ( <b>B</b> )	3	2	4
XXX XXX		4	2	5
Certificate Electives 4 ( <b>T</b> )				
PSY XXX	Psychology Elective ( <b>B</b> )	3	0	3
Total Credits:		55	17	63

## Electives

### Medical Terminology Elective

MCH 101	Medical Terminology 1	4
& MCH 102	and Medical Terminology 2 ( <b>T</b> )	
MCH 104	Comprehensive Medical Terminology ( <b>T</b> )	3

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3

### Psychology Elective

PSY 200	Abnormal Psychology	3
PSY 210	Adolescent Development	3
PSY 225	Lifespan Development	3

### Certificate Electives

Students must complete at least two of the following certificates and must earn a minimum of 20 credits in certificate courses that are not already required for the Health Sciences Technology degree. Other healthcare certificates (not listed below) may be used with the prior permission of the Health Sciences Technology Program Chair.

#### Aquatic Group Fitness Instructor Certificate

HFT 128	Aquatic Group Fitness Instructor	4
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#### Aquatic Personal Trainer Certificate

HFT 160	Aquatic Personal Trainer	2
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#### Coding Specialist Certificate

BIO 240	Pathophysiology	3
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HIM 100	Introduction to Health Information Management	4
HIM 115	Clinical Abstracting of Health Data	2
HIM 130	International Classification of Diseases (ICD) Coding	4
HIM 135	Pharmacology for Health Information Management	1
HIM 210	Healthcare Reimbursement Methodologies	3
HIM 215	Advanced Medical Coding	4
HIM 225	Current Procedural Terminology (CPT) Coding	3

### Community Health Worker Certificate

CHW 100	Community Health Worker Training	4
CHW 180	Community Health Worker Practicum	3
MCH 106	Health and Wellness Promotion	2

### Electrocardiography (Basic) Certificate

MCH 141	Electrocardiography 1	3
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### Electrocardiography (Advanced) - Arrhythmia Recognition Certificate

MCH 142	Electrocardiography 2	4
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### Emergency Medical Technician Basic Certificate

EMS 110	Emergency Medical Technician Theory and Practice	7
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### Emergency Medical Technician Paramedic Certificate

EMS 110	Emergency Medical Technician Theory and Practice	7
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EMS 120	Paramedic Anatomy and Physiology	3
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EMS 211	Paramedic 1	12
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EMS 212	Paramedic 2	12
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EMS 213	Paramedic 3	12
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EMS 221	Paramedic 1 Lab	1
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EMS 231	Paramedic 1 Practicum	2
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EMS 222	Paramedic 2 Lab	1
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EMS 232	Paramedic 2 Practicum	3
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EMS 223	Paramedic 3 Lab	1
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EMS 233	Paramedic 3 Practicum	3
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### Group Fitness Instructor Certificate

HFT 122	Group Fitness Instructor	4
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### Health and Fitness Special Populations Certificate

HFT 130	Foundations of Health and Wellness Programs	3
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HFT 164	Health and Fitness Across the Life Span 1	3
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HFT 168	Health and Fitness Across the Life Span 2	3
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### Health Unit Coordinator Certificate

MCH 110	Orientation to Health Records	3
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MCH 120	Health Unit Coordinator Training	4
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### Medical Assistant Certificate

BIO 117	Human Body in Health and Disease	3
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MA 100	Clinical Procedures for Medical Assistants	4
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MA 105	Administrative Procedures for Medical Assistants	4
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MA 110	Medical Office Laboratory Procedures	5
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MA 115	Pharmacology for Medical Assistants	3
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MA 120	Medical Office Insurance Coding and Billing	2
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MA 125	Externship and Seminar for Medical Assistants	4
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MCH 104	Comprehensive Medical Terminology	3
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PSY 225	Lifespan Development	3
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**Nurse Aide Training Certificate**

MCH 130	Nurse Aide Training	5
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**Patient Care Assistant Certificate**

MCH 132	Patient Care Assistant Training	3
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**Personal Fitness Trainer Certificate**

HFT 151	Personal Fitness Trainer 1	4
HFT 152	Personal Fitness Trainer 2	4
HFT 156	Establishing a Personal Training Business	3
HFT 182	Personal Fitness Trainer Practicum	2

**Pilates Mat Instructor Certificate**

HFT 116	Pilates Mat Instructor	2
HFT 180	Pilates Mat Practicum	2

**Practical Nursing Certificate**

PN 101	Practical Nursing Concepts 1	8
PN 102	Practical Nursing Concepts 2	10
PN 103	Practical Nursing Concepts 3	6
PN 185	Practical Nursing Role Transition	2

**Resistance Training Certificate**

HFT 124	Resistance Training Instructor	4
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T = Technical course in this curriculum

**Faculty**

**Program Chair/Advisor**

Professor Daphne Robinson, BS, RHIT  
daphne.robinson@cincinnatiastate.edu

**Community Health Worker Certificate (CHWC)**

**Community Health Worker Certificate (CHW)**

Community Health Workers are trained advocates in communities where they are connected by culture, language, or residence. They empower individuals to gain access to health and community resources through education, outreach, home visits, mentoring, and referrals.

The Community Health Worker certificate prepares students to work in varied settings, including community-based health and social service agencies, and home visitation programs. Practicum experiences in the community are a major component of the certificate.

Graduates of the certificate program have diverse skills including interviewing, collecting data, obtaining vital signs, mentoring, providing client advocacy, providing referrals to community resources, care

coordination, promoting basic health, and working with culturally diverse clients and community organizations.

Current CPR certification, up-to-date immunization verification, and a physical exam are required prior to practicum placement.

Upon successful completion of the program, graduates are qualified to apply to the Ohio Board of Nursing for a certificate to practice as a Certified Community Health Worker. A BCI (civilian) and FBI (federal) criminal records check is required by the Ohio Board of Nursing with the application for the certificate to practice.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Community Health Worker Certificate (CHW)**

**Program Prerequisite:** Student must meet with the program coordinator prior to enrolling in the program.

Semester 1		Lec	Lab	Credits
CHW 100	Community Health Worker Training	3	2	4
MCH 106	Health and Wellness Promotion	2	0	2
Semester 2				
MCH 116	Cultural Competency for Health and Public Safety Professions	3	0	3
CHW 180	Community Health Worker Practicum	1	8	3
Total Credits:		9	10	12

**Faculty**

**Program Chair**

Daphne Robinson, BS, RHIT  
daphne.robinson@cincinnatiastate.edu

**Advisor**

Mary Kappesser, BSN, RN-BC  
mary.kappesser@cincinnatiastate.edu

**Electrocardiography (Advanced) - Arrhythmia Recognition Certificate (ECGAC)**

**Electrocardiography (Advanced) - Arrhythmia Recognition Certificate (ECGAC)**

The Advanced Electrocardiography certificate expands the skills gained through the Basic ECG certificate with special emphasis on analyzing 12 lead ECG changes.



Students review basic ECG principles, and then learn to interpret various types of atrial and ventricular dysrhythmias, such as chamber enlargement, conduction defects, and perfusion disturbance patterns.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Electrocardiography (Advanced) - Arrhythmia Recognition Certificate (ECGAC)

**Program Prerequisite:** MCH 141 Electrocardiography 1.

MCH 142	Electrocardiography 2	4
Total Credits		4

### Faculty

#### Program Chair/Advisor

Professor Daphne Robinson, BS, RHIT  
daphne.robinson@cincinnati-state.edu

## Electrocardiography (Basic) Certificate (ECGBC)

### Electrocardiography (Basic) Certificate (ECGBC)

Students who successfully complete the Basic Electrocardiography course will receive a certificate of completion.

Students learn the basic principles of electrocardiography, including understanding the electrical conductive system of the heart, interpreting basic ECG rhythm, preparing the patient and the equipment, and recognizing and correcting distortion problems.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Electrocardiography (Basic) Certificate (ECGBC)

**Program Prerequisite:** BIO 111 Biology: Unity of Life (minimum grade C)

MCH 141	Electrocardiography 1	3
Total Credits		3

### Faculty

#### Program Chair/Advisor

Professor Daphne Robinson, BS, RHIT  
daphne.robinson@cincinnati-state.edu

## Health Occupations Certificate (HOC)

### Health Occupations Certificate (HOC)

The Health Occupations Certificate provides skills that can lead to promotion and career enhancement for those with a background in health fields including Health Science, Emergency Medical Services, or Personal Fitness.

The certificate also can provide a pathway toward a health-related associate's degree program.

Students work with their advisor to select the elective courses that best meet their career goals.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

### Health Occupations Certificate (HOC)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Semester 1		Lec	Lab	Credits
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
IM 100	Computer Literacy	1	2	2
ENG 101	English Composition 1	3	0	3
XXX XXX				7
HPS Track Electives				
XXX XXX				3
Humanities Elective				
Semester 2				
MAT 130	Intermediate Algebra for Statistics	3	2	4
COMM 1XX	Communication Elective			3
XXX XXX				7
HPS Track Electives				
Total Credits:		8	4	30

### Electives

#### Humanities Elective

PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

#### Communication Elective

COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

### Choose one of the following tracks, in consultation with an advisor:

#### Emergency Medical Services Track Electives

EMS 110	Emergency Medical Technician Theory and Practice	7
EMS 120	Paramedic Anatomy and Physiology	3
MCH 104	Comprehensive Medical Terminology	3

**Health Science Technology Track Electives**

Select one of the following: 14

MCH 101 & MCH 102 & MCH 108 & MCH 114 & MCH 130	Medical Terminology 1 and Medical Terminology 2 and Professionalism in Healthcare and Law and Ethics for Healthcare and Nurse Aide Training	
MCH 104 & MCH 108 & MCH 114 & MCH 130	Comprehensive Medical Terminology and Professionalism in Healthcare and Law and Ethics for Healthcare and Nurse Aide Training	
MCH 101 & MCH 102 & MCH 108 & MCH 141 & MCH 142	Medical Terminology 1 and Medical Terminology 2 and Professionalism in Healthcare and Electrocardiography 1 and Electrocardiography 2	
MCH 104 & MCH 108 & MCH 141 & MCH 142	Comprehensive Medical Terminology and Professionalism in Healthcare and Electrocardiography 1 and Electrocardiography 2	

**Personal Fitness Track Electives**

HFT 151	Personal Fitness Trainer 1	4
HFT 152	Personal Fitness Trainer 2	4
MCH 108	Professionalism in Healthcare	3
HFT 156	Establishing a Personal Training Business	3

**Faculty****Program Chair/Advisor**

Professor Daphne Robinson, BS, RHIT  
daphne.robinson@cincinnatiastate.edu

**Health Unit Coordinator Certificate (UCMR)****Health Unit Coordinator Certificate (UCMR)**

The Health Unit Coordinator certificate helps students develop marketable skills as entry-level medical clerical workers. Job duties include assembling and maintaining patient charts; processing doctors' orders; processing admissions, transfers, and discharges; and scheduling diagnostic procedures.

The certificate program includes online coursework covering Health Unit Coordinator procedures and communication skills (about 85% of the program), as well as unpaid, on-site clinical observation at an area healthcare organization.

The Health Unit Coordinator program meets the standards of education published by the National Association of Health Unit Coordinators. Completion of the program qualifies students to take the national certification exam for Health Unit Coordinators.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

**Health Unit Coordinator Certificate (UMCR)**

**Program Prerequisites:** AFM 095 Foundations of Basic Algebra or appropriate placement test score, IM 105 Keyboarding Skills or appropriate keyboarding score, and MCH 101 Medical Terminology 1 or MCH 104 Comprehensive Medical Terminology (minimum grade C for either).

MCH 102	Medical Terminology 2	2
MCH 110	Orientation to Health Records	3
MCH 120	Health Unit Coordinator Training	4
Total Credits		9

**Faculty****Program Chair/Advisor**

Professor Daphne Robinson, BS, RHIT  
daphne.robinson@cincinnatiastate.edu

**Medical Assistant Certificate (MAC)****Medical Assistant Certificate (MAC)**

Medical assistants are multi-skilled professionals who perform administrative, clinical, and management functions in medical practice organizations.

The Medical Assistant certificate prepares students to work in physicians' offices providing patient care, performing administrative tasks, and managing the medical office. Job responsibilities may include:

- Administrative tasks such as scheduling appointments, handling correspondence, maintaining and filing patient records, billing, bookkeeping, and completing insurance forms
- Clinical tasks including taking and recording medical histories, preparing patients for examinations, assisting with examinations and office surgeries, measuring vital signs, performing therapeutic and diagnostic tests, and giving injections
- Management tasks related to patient care, office personnel, and physician time

Medical Assistant students complete supervised clinical practice to develop their medical assisting competencies. Students who complete the program successfully are eligible to take the examination to become a Certified Medical Assistant (CMA).

The Medical Assistant certificate is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, phone: 727-210-2350.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Medical Assistant Certificate (MAC)

All certificate seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

**Program Prerequisites:** BIO 111 Biology: Unity of Life, PSY 110 Introduction to Psychology

Semester 1		Lec	Lab	Credits
MA 100	Clinical Procedures for Medical Assistants	3	3	4
MA 105	Administrative Procedures for Medical Assistants	2	4	4
MCH 100	Healthcare Informatics	2	0	2
MCH 104	Comprehensive Medical Terminology	3	0	3
BIO 117	Human Body in Health and Disease	3	0	3
Semester 2				
ENG 101	English Composition 1	3	0	3
MA 110	Medical Office Laboratory Procedures	3	4	5
MA 115	Pharmacology for Medical Assistants	3	0	3
MA 120	Medical Office Insurance Coding and Billing	2	0	2
Semester 3				
MA 125	Externship and Seminar for Medical Assistants	2	12	4
PSY 225	Lifespan Development	3	0	3
Total Credits:		29	23	36

## Faculty

### Program Chair/Advisor

Bobbie Hutchinson, RN, BSN, BA  
bobbie.hutchinson@cincinnati-state.edu

### Practicum Coordinator

Bobbie Hutchinson, RN, BSN, BA  
bobbie.hutchinson@cincinnati-state.edu

## Nurse Aide Training Certificate (NATC)

### Nurse Aide Training Certificate (NATC)

The Nurse Aide Training certificate program is approved by the Ohio Department of Health. The program provides the skills needed to care for residents in a long-term care facility. These skills include making beds, checking temperatures, monitoring pulse and respiration,

understanding infection control precautions, feeding residents, and lifting safely without injury to self or residents.

Students practice these skills in lab (a simulated patient room) and then apply the skills during their clinical rotation in a long-term care facility, with guidance from RN instructors.

Upon successful completion of the certificate program, students are eligible to take the Nurse Aide Training and Competency Evaluation exam offered by the Ohio Department of Health.

Other requirements for admitted students include:

- A social security card with the student's correct name and a state picture ID with correct information must be presented on the first day of class and at the time of state testing.
- Books are required on the first day of class.
- Students must meet a strict attendance policy, as required by the Ohio Department of Health.
- Students must wear hunter green scrubs as their required uniform during clinical experiences in a long-term care facility.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Nurse Aide Training Certificate (NATC)

- **Program Prerequisites:** Must be at least 16 years old. To be admitted to this program, students must submit an application including a physical and 2-step TB test. The physical and 2-step TB test must be completed no more than 12 months prior to the semester the student is enrolled in MCH 130. A 12th grade or higher reading level is recommended.

The application and instructions are available at [www.cincinnati-state.edu/nurseaide](http://www.cincinnati-state.edu/nurseaide).

MCH 130	Nurse Aide Training	5
Total Credits:		5

## Faculty

### Program Coordinator/Advisor

Mary Meiser, RN, BSN, LNHA  
mary.meiser@cincinnati-state.edu

## Patient Care Assistant Certificate (PCAC)

### Patient Care Assistant Certificate (PCAC)

The Patient Care Assistant is an unlicensed assistant (with Nurse Aide certification) who supports the professional nurse in providing basic patient care in an acute care setting such as a hospital's general medical unit or surgical unit.

The certificate program includes topics such as the role of the Patient Care Assistant, medical terminology, basic concepts of anatomy and

physiology, basic concepts of nutrition and diet therapy, and care skills for hospitalized patients.

Prospective students must be at least 18 years old, and have State-Tested Nurse Aide certification, and a high school diploma or GED.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Patient Care Assistant Certificate (PCAC)

**Program Prerequisites:** AFL 085 Applications of College Reading and Writing and AFM 095 Foundations of Basic Algebra, or appropriate placement test scores, and MCH 130 Nurse Aide Training or currently in good standing on the Ohio State Nurse Aide registry.

MCH 132	Patient Care Assistant Training	3
Total Credits		3

## Faculty

### Program Coordinator/Advisor

Mary Meiser, RN, BSN, LNHA  
mary.meiser@cincinnati.edu

## Restorative Aide Certificate (RESTC)

### Restorative Aide Certificate (RESTC)

The Restorative Aide certificate provides the skills needed to assist patients in a health care facility with tasks of daily living. These skills include lifting, moving, and ambulation procedures; caring for individuals with musculoskeletal, neurological, and integumentary (skin) conditions; providing restorative approaches to meeting needs for nutrition, hydration, personal care, and other daily activities; and completing documentation of care.

This certificate program is appropriate for nursing assistants and licensed nurses who are new to restorative programs in long term care facilities.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Restorative Aide Certificate (RESTC)

**Program Prerequisites:** AFL 085 Applications of College Reading and Writing and AFM 095 Foundations of Basic Algebra, or appropriate placement test scores, and MCH 130 Nurse Aide Training or currently in good standing on the Ohio State Nurse Aide registry.

MCH 136	Restorative Aide Training	2
Total Credits		2

## Faculty

### Program Coordinator/Advisor

Mary Meiser, RN, BSN, LNHA  
mary.meiser@cincinnati.edu

## Health and Fitness Technology (HFT)

### Health and Fitness Technology (HFT)

The health and fitness technician works in many areas of health promotion, and must be able to motivate clients, adapt exercises to client needs, and monitor the safety and progress of clients.

Graduates of the Health and Fitness Technology program earn an Associate of Applied Science degree, while gaining knowledge and skills in anatomy and physiology, foundations of exercise, health and wellness principles, and emergency procedures. Graduates also gain business and computer skills.

While completing requirements for the associate's degree, students complete the Personal Fitness Trainer certificate and may also complete one or more of the following certificates: Group Fitness Instructor, Pilates Mat Instructor, Resistance Training, or Yoga Teacher Training.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Health and Fitness Technology (HFT)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
MAT 105	Quantitative Reasoning ( G )	2	2	3
HFT 130	Foundations of Health and Wellness Programs ( B )	2	2	3
Semester 2				
ENG 10X	English Composition Elective ( G )	3	0	3
BIO 151	Anatomy and Physiology 1 ( B )	3	2	4
PE 1XX	Physical Education Elective 1 ( B )	0	2	1
PSY 110	Introduction to Psychology ( G )	3	0	3
Semester 3				
EMS 100	CPR and First Aid for the Health Care Professional ( B )	1	0	1
COMM 110	Public Speaking ( G )	3	0	3
BIO 152	Anatomy and Physiology 2 ( B )	3	2	4

HFT 151	Personal Fitness Trainer 1 ( T)	2	2	3
HFT XXX	Special Populations Elective ( T)	3	0	3
<b>Semester 4</b>				
HFT 250	Exercise Physiology ( T)	3	2	4
HFT 152	Personal Fitness Trainer 2 ( T)	2	2	3
HFT 156	Establishing a Personal Training Business ( T)	3	0	3
HFT 182	Personal Fitness Trainer Practicum ( T)	1	7	2
DT 120	Nutrition for a Healthy Lifestyle ( B)	3	0	3
<b>Semester 5</b>				
HFT 260	Health and Fitness Program Design ( T)	2	2	3
HFT 294	Internship: Health and Fitness Technology ( T)	1	40	2
XXX XXX	Health and Fitness Elective ( T)	3	0	3
HFT 255	Anatomical Kinesiology ( T)	3	0	3
PE 1XX	Physical Education Elective 2 ( B)	0	2	1
Total Credits:		50	67	62

## Electives

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues (Health Fitness for Special Populations)	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Health and Fitness for Special Populations Elective

HFT 164	Health and Fitness Across the Life Span 1	3
HFT 168	Health and Fitness Across the Life Span 2	3

### Physical Education Electives (2 credit hours required)

Any PE

### Health and Fitness Elective (3 credit hours required)

Group Fitness Instructor Certificate (GFIC)		
HFT 122	Group Fitness Instructor	4
Pilates Mat Instructor Certificate (PMIC)		
HFT 116	Pilates Mat Instructor	2
HFT 180	Pilates Mat Practicum	2
Resistance Training Certificate (RSTC)		
HFT 124	Resistance Training Instructor	4
Yoga Teacher Training Certificate (YIC)		

HFT 118	Yoga Teacher Training 1	5
HFT 119	Yoga Teacher Training 2	5
HFT 184	Yoga Internship 1	2
HFT 185	Yoga Internship 2	2
Aquatics Group Fitness Instructor Certificate (AFIC)		
HFT 128	Aquatic Group Fitness Instructor	4
Aquatics Personal Fitness Instructor Certificate (APFTC)		
HFT 160	Aquatic Personal Trainer	2
Dietetic Technology		
DT 135	Sports Nutrition	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor (All Health & Fitness programs)

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnatiastate.edu

## Aquatic Group Fitness Instructor & Aquatic Personal Trainer Certificates (AFIC & APFTC)

### Aquatic Group Fitness Instructor Certificate (AFIC)

The Aquatic Group Fitness Instructor certificate prepares students to design and lead comprehensive aquatic classes for clients at various fitness levels. Program graduates are prepared to take the Aquatic Exercise Association (AEA) national certification examination to become a Certified Aquatic Fitness Professional.

Graduates may be employed by health clubs, corporate fitness centers, recreation programs, hospitals, or senior centers. Job activities may include designing safe aquatic classes, scheduling classes, and assisting clients with goal setting and motivation.

### Aquatic Personal Trainer Certificate (APFTC)

The Aquatic Personal Trainer Certificate is designed for experienced personal trainers who want to expand their services by providing personal training for clients in an aquatic environment. Students learn about the effects of water properties on exercise programming, formats for aquatic exercise, and how to monitor exercise intensity in aquatic environments.

Graduates may be employed by health clubs, fitness centers, or wellness centers. Job activities may include fitness testing and risk factor identification, conducting individual and group exercise



programs, counseling clients on behavior modifications, and designing individualized fitness programs.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Aquatic Group Fitness Instructor Certificate (AFIC)

**Program Prerequisites:** Meet with Program Chair.

Semester 1		Lec	Lab Credits	
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
HFT 128	Aquatic Group Fitness Instructor	3	2	4
Total Credits:		4	2	5

## Aquatic Personal Trainer Certificate (APFTC)

**Program Prerequisites:** Meet with Program Chair, and hold a nationally accredited Personal Training Certificate.

Semester 1		Lec	Lab Credits	
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
HFT 160	Aquatic Personal Trainer	1	2	2
Total Credits:		2	2	3

## Faculty

### Advisor

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnati-state.edu

## Group Fitness Instructor Certificate (GFIC)

## Group Fitness Instructor Certificate (GFIC)

The Group Fitness Instructor certificate prepares students for job activities such as designing safe classes for traditional and/or step aerobic exercises, scheduling classes, setting goals, and motivating participants.

Graduates are prepared to take a national certification examination to become a Certified Group Fitness Instructor. Graduates may work in health clubs, corporate fitness centers, aerobic studios, or recreation programs.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Group Fitness Instructor Certificate (GFIC)

**Program Prerequisites:** Meet with Program Chair.

Semester 1		Lec	Lab Credits	
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
HFT 122	Group Fitness Instructor	3	2	4
Total Credits:		4	2	5

## Faculty

### Advisor

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnati-state.edu

## Health and Fitness Special Populations Certificate (HFSPC)

## Health and Fitness Special Populations Certificate (HFSPC)

The Health and Fitness Special Populations Certificate prepares students to work in the field of health and fitness with a wide range of individuals including clients with chronic diseases, youth, older adults, and clients concerned with women's health.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Health and Fitness Special Populations Certificate (HFSPC)

**Program Prerequisites:** Meet with Program Chair

Semester 1		Lec	Lab Credits	
HFT 130	Foundations of Health and Wellness Programs	2	2	3
Semester 2				
HFT 164	Health and Fitness Across the Life Span 1	3	0	3
HFT 168	Health and Fitness Across the Life Span 2	3	0	3
Total Credits:		8	2	9

## Faculty

### Advisor

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnati-state.edu



## Personal Fitness Trainer Certificate (PFTC)

### Personal Fitness Trainer Certificate (PFTC)

The Personal Fitness Trainer Certificate prepares students to develop safe fitness programs focused on health maintenance for healthy individuals. Graduates may be employed by health clubs, fitness centers, or wellness centers. Job activities may include fitness testing, identifying risk factors, conducting individual and group exercise programs, counseling clients in behavior modification, and designing individualized fitness programs.

Graduates are prepared to take the American College of Sports Medicine (ACSM) Certified Personal Trainer exam.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

### Personal Fitness Trainer Certificate (PFTC)

**Program Prerequisites:** AFL 085 and AFM 092 (minimum grade of C for both) or appropriate placement scores, and meet with Program Chair.

Semester 1		Lec	Lab	Credits
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
HFT 151	Personal Fitness Trainer 1	3	2	3
HFT 130	Foundations of Health and Wellness Programs	2	2	3
Semester 2				
HFT 152	Personal Fitness Trainer 2	3	2	3
HFT 156	Establishing a Personal Training Business	3	0	3
HFT 182	Personal Fitness Trainer Practicum	1	7	2
Total Credits:		13	13	15

### Faculty

#### Advisor

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnati.edu

## Pilates Mat Instructor Certificate (PMIC)

### Pilates Mat Instructor Certificate (PMIC)

The Pilates Mat Instructor Certificate prepares students to develop safe and effective Pilates Mat exercise classes for a variety of fitness levels. Individuals who complete this certificate will be prepared to

teach Pilates Mat to people of all body types, ages, and physical conditions.

Graduates may be employed by health clubs, wellness centers, and university recreation centers. Graduates are prepared to take the national certification examination to become a Certified Pilates Mat Instructor.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Pilates Mat Instructor Certificate (PMIC)

**Program Prerequisites:** Meet with Program Chair

Semester 1		Lec	Lab	Credits
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
HFT 116	Pilates Mat Instructor	1	2	2
HFT 180	Pilates Mat Practicum	1	7	2
Total Credits:		3	9	5

### Faculty

#### Advisor

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnati.edu

## Resistance Training Certificate (RSTC)

### Resistance Training Certificate (RSTC)

The Resistance Training Certificate prepares students to develop safe, effective, and efficient resistance training programs. Students evaluate biomedical, physiological, and genetic factors affecting strength and muscle tissue gain and learn proper form, technique, and spotting for resistance exercises using body weight, free weights, resistance machines, and other resistance-training disciplines.

Graduates may be employed as corporate, community, or hospital-based fitness and personal resistance program trainers.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Resistance Training Certificate (RSTC)

**Program Prerequisite:** Meet with Program Chair

Semester 1		Lec	Lab	Credits
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
HFT 124	Resistance Training Instructor	3	2	4
Total Credits:		4	2	5

## Faculty

### Advisor

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnatiastate.edu

## Yoga Teacher Training Certificate (YIC)

### Yoga Teacher Training Certificate (YIC)

The Yoga Teacher Training Certificate prepares students to design yoga sequences for healthy adults, along with an introduction to designing yoga routines for children, pregnant women, and older adults. The certificate also covers other key aspects of yoga practice.

Graduates of the certificate program qualify for registration with the National Yoga Alliance as a Registered Yoga Teacher (RYT) at the 200-hour level.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Yoga Teacher Training Certificate (YIC)

**Program Prerequisites:** Meet with Program Chair

Semester 1		Lec	Lab	Credits
HFT 118	Yoga Teacher Training 1	3	4	5
HFT 184	Yoga Internship 1	1	2	2
Semester 2		Lec	Lab	Credits
HFT 119	Yoga Teacher Training 2	3	4	5
HFT 185	Yoga Internship 2	1	2	2
Total Credits:		8	12	14

## Faculty

### Advisor

Melinda (Mindy) Piles, MEd, ACSM EP-C, CPT  
melinda.piles@cincinnatiastate.edu

## Medical Laboratory Technology (MLT)

### Medical Laboratory Technology (MLT)

A medical laboratory technician (MLT) uses laboratory skills, computers, technology, and knowledge of pathology to provide information needed by the physician to diagnose, treat, and prevent disease.

In clinical chemistry, for example, the MLT determines enzyme levels to diagnose a heart attack, glucose levels to monitor diabetes, and cholesterol levels to prevent heart disease. In hematology, the MLT studies blood cells to diagnose anemia and leukemia. In immunohematology, the MLT prepares blood for transfusions. In

the microbiology department, the organism causing an infection is identified and antimicrobials for treatment are determined.

The placement rate for co-op assignments and for graduates of the Cincinnati State MLT program is nearly 100%, because of unmet demand for entry-level employees in regional clinical laboratories.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Medical Laboratory Technology (MLT)

Semester 1		Lec	Lab	Credits
CHE 115	General, Organic, and Biological Chemistry	3	3	4
MAT 151	College Algebra	4	0	4
FYE 1XX	First Year Experience Elective (B)	1	0	1
Semester 2		Lec	Lab	Credits
MLT 100	Introduction to Medical Laboratory Analysis (B)	2	6	4
BIO 151	Anatomy and Physiology 1 (B)	3	2	4
MLT 121	Hematology and Hemostasis 1 (T)	3	3	4
ENG 101	English Composition 1 (G)	3	0	3
Semester 3		Lec	Lab	Credits
MLT 140	Clinical Chemistry (T)	3	3	4
MLT 170	Instrumentation for Medical Laboratory Technicians (T)	0	3	1
BIO 152	Anatomy and Physiology 2 (B)	3	2	4
ENG 10X	English Composition Elective (G)	3	0	3
MLT 122	Hematology and Hemostasis 2 (T)	2	3	3
Semester 4		Lec	Lab	Credits
MLT 187	Clinical Chemistry and Urinalysis Applications (T)	0	3	1
MLT 294	MLT Internship: Specimen Collection (T)	0	4	1
MLT 181	Phlebotomy Techniques for MLT (T)	0	3	1
MLT 186	Hematology and Hemostasis Applications (T)	0	3	1
MLT 295	MLT Clinical Internship (T)	0	20	1
Semester 5		Lec	Lab	Credits
MLT 262	Clinical Microbiology Applications (T)	0	1	1
MLT 210	Clinical Immunology and Serology (T)	2	3	3
MLT 191	Part-Time Cooperative Education 1: Medical Laboratory Technology (T)	1	20	1
PSY 110	Introduction to Psychology (G)	3	0	3

MLT 261	Clinical Microbiology ( T)	2	9	5
<b>Semester 6</b>				
MLT 251	Immunohematology ( T)	2	5	4
MLT 252	Immunohematology Applications ( T)	0	3	1
MLT 270	Medical Laboratory Seminar ( T)	0	3	1
MLT 192	Part-Time Cooperative Education 2: Medical Laboratory Technology ( T)	1	20	1
Total Credits:		41	122	64

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Topics in Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Advisor

Professor Janelle Gohn, PhD, MT (ASCP), SM  
janelle.gohn@cincinnatiastate.edu

## Nursing Programs

Cincinnati State offers two paths to an associate's degree in Nursing, and a certificate program in Practical Nursing.

### The Cincinnati State Bethesda School of Nursing program (NUR)

prepares associate's degree graduate nurses who are eligible to take the national standardized nursing examination (NCLEX-RN) and upon passing, work as registered nurses. Graduates are members of the health team prepared to provide nursing care to clients with common health problems in a variety of settings.

**The Nursing LPN-to-RN Progression program (NURP)** allows qualified students to shorten the time required to complete the Nursing associate's degree. Students in the Cincinnati State Bethesda School of Nursing who are Licensed Practical Nurses with an unencumbered license may complete the associate's degree Nursing program using this option. Interested students should meet with the Nursing Program Chair or a Nursing academic advisor.

### The Cincinnati State Practical Nursing Certificate program (PNC)

prepares students to take the national standardized NCLEX-PN exam for licensure as a Practical Nurse. Licensed practical nurses share in the responsibility for patient care in various areas of nursing.

## The Cincinnati State Bethesda School of Nursing (NUR)

### The Cincinnati State Bethesda School of Nursing (NUR)

The Cincinnati State Bethesda School of Nursing prepares graduate nurses who are eligible to take the national standardized nursing examination (NCLEX-RN) and upon passing, work as registered nurses.

The program is provisionally approved by the Ohio Board of Nursing and is accredited with conditions by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone (404) 975-5000.

Graduates are members of the health team prepared to provide nursing care to clients with common health problems in a variety of settings.

Program application and selective enrollment requirements include:

- Applicants must be graduates of an accredited high school or provide evidence of high school equivalency by GED scores that meet standard core requirements set by the Ohio Department of Education.
- Applicants must have earned grades of C or higher in high school or college biology, chemistry, and algebra courses, and these courses must have been completed within seven years of the application for the Nursing program.
- The applicant's college placement test scores must meet program requirements.
- Applicants must also be Ohio state-tested nurse aides or LPN's.
- Applicants must complete the steps of the Nursing selective enrollment process to qualify to enter Nursing clinical courses. (Admission to the College does not guarantee entry into the Nursing program.) A cumulative grade point average of 2.75 is required for entry into the clinical courses.

Additional information about program selective enrollment requirements is available from the Program Director or Program Coordinator.

Applicants are strongly encouraged to attend a Nursing program information session and meet with a program advisor prior applying for selective enrollment.

Other requirements include:

- Students must complete general education courses in the order listed in the curriculum, unless these courses were completed prior to the listed semester.
- Students must meet all requirements of the program, including earning a minimum grade of C or Pass in all curriculum courses, attaining satisfactory clinical evaluations, and maintaining the required grade point average.

- During the final semester of the curriculum, students must pass a nationally standardized comprehensive exam in order to pass the final theory course.
- Students must have current certification in CPR for health care providers prior to taking clinical nursing courses.
- Students must provide a recent physical exam with up-to-date immunizations, including Hepatitis B, prior to commencing course work. Students must obtain a two-step TB skin test to enter the program and must obtain an annual TB test to remain in the program.

Prospective students are advised that when applying for the state licensure examination, they must answer a series of questions related to criminal convictions, reasons for dismissal from work positions, and mental health status. A positive response to any of these questions can result in disqualification as a candidate for licensure. (Ohio Revised Code 4723.28.) The licensure application may be viewed on the Ohio Board of Nursing website at <http://www.nursing.ohio.gov>.

Students who wish to enter the program who have been convicted of felonies and/or misdemeanors must contact the Program Director to discuss their situation before applying for selective enrollment.

During the selective enrollment process, background checks will be completed, per Health and Public Safety Division policy. A positive background check may prevent a student from entering the program.

Students who are convicted of possession and/or distribution of controlled substances, or have positive drug screens for non-prescription controlled substances while enrolled in the program are automatically dismissed.

Students who wish to transfer nursing credit from another nursing program to Cincinnati State must contact the Program Coordinator for specific information, after being admitted to the College and the Nursing program. Students may transfer a maximum of 17 semester credits (or 26 quarter credits) of clinical courses. Restrictions may be placed on nursing credit transfer for students who failed a nursing course or courses in another program.

Because nursing is a dynamic profession, the program reserves the right to change the curriculum and admission requirements as necessary.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Nursing (NUR)

Students seeking admission to the Nursing program must complete specific selective enrollment requirements. Students should meet with their academic advisor to discuss eligibility and deadlines for selective enrollment.

Semester 1		Lec	Lab	Credits
BIO 151	Anatomy and Physiology 1 ( <b>B</b> )	3	2	4
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
MAT 105	Quantitative Reasoning for the Sciences ( <b>G</b> )	2	2	3
NUR 101	Nursing Concepts 1 ( <b>B</b> )	3	0	3

FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
<b>Semester 2</b>				
BIO 152	Anatomy and Physiology 2 ( <b>B</b> )	3	2	4
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
NUR 102	Nursing Concepts 2 ( <b>T</b> )	3	9	6
<b>Semester 3</b>				
NUR 103	Nursing Concepts 3 ( <b>T</b> )	6	9	9
BIO 220	Microbiology ( <b>G</b> )	2	3	3
<b>Semester 4</b>				
NUR 201	Nursing Concepts 4 ( <b>T</b> )	7	12	11
PSY 110	Introduction to Psychology ( <b>G</b> )	3	0	3
<b>Semester 5</b>				
SOC 105	Introduction to Sociology ( <b>B</b> )	3	0	3
NUR 202	Nursing Concepts 5 ( <b>T</b> )	6	9	9
Total Credits:		48	48	65

## Electives

### FYE Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/Assistant Director

Professor Janice Lockett, RN, MSN  
janice.lockett@cincinnati-state.edu

### Program Coordinator

Professor Joanne Johnson, RN, MSN  
joanne.johnson@cincinnati-state.edu

## Nursing (LPN to RN Progression) (NURP)

### Nursing (LPN to RN) (NURP)

Students in the Cincinnati State Bethesda School of Nursing who are Licensed Practical Nurses with an unencumbered license may complete the Associate's degree Nursing program using this option. Interested students should meet with the Nursing Program Chair or a Nursing academic advisor.

The Nursing LPN-to-RN Progression program allows qualified students to shorten the time required to complete the Nursing associate's degree. Students enter the Nursing course sequence at the third level, taking Bridge and Transition courses (NUR 105 and (NUR 106) instead of the course NUR 103. These courses verify basic nursing skills and also cover pediatric nursing skills, as well as related clinical experiences.

After successfully completing the first semester of Nursing coursework, the LPN-to-RN student applies for Advanced Standing credit in Nursing, which replaces required courses NUR 101, NUR 102, and NUR 103. Students must pay a fee equivalent to one credit hour to apply for Advanced Standing credit.

After receiving Advanced Standing credit, the LPN-to-RN students join traditional Nursing students to complete required courses NUR 201 and NUR 202. These courses cover medical-surgical, obstetrical, mental health, and management content and clinical experiences. The LPN-to-RN students also complete the non-nursing requirements of the traditional Nursing program.

During the final semester of the curriculum, students must pass a nationally standardized comprehensive exam in order to pass the final theory course.

Because Nursing courses include labs and clinical experiences, courses meet three to four days or evenings per week. Therefore, it would be difficult for an LPN-to-RN student to maintain full-time employment concurrently with a full-time academic load.

An LPN may choose to pursue the traditional Nursing program (completing required Nursing courses over five semesters). This approach is recommended for individuals with little clinical experience, or individuals who need to complete non-nursing courses concurrently with required Nursing courses.

A limited number of students are admitted to the LPN-to-RN program each year, through a selective enrollment process. Two groups of students are admitted during each academic year.

Prospective students are encouraged to attend a Nursing LPN-to-RN Progression information session. Application materials and other information about the selective enrollment process are available from Nursing program advisors.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Nursing (LPN to RN Progression) (NURP)

		Lec	Lab Credits	
<b>Semester 1</b>				
NUR 150	Nursing Advanced Standing - LPN to ADN ( T)	11	0	11
BIO 151	Anatomy and Physiology 1 ( B)	3	2	4
ENG 101	English Composition 1 ( G)	3	0	3
FYE 1XX	First Year Experience Elective ( B)	1	0	1
MAT 105	Quantitative Reasoning for the Sciences ( G)	2	2	3
<b>Semester 2</b>				
NUR 105	Nursing LPN to ADN Transition ( B)	2	3	3
NUR 106	Nursing LPN/ADN Bridge ( T)	2	6	4
BIO 152	Anatomy and Physiology 2 ( B)	3	2	4
BIO 220	Microbiology ( G)	2	3	3
ENG 10X	English Composition Elective ( G)	3	0	3
<b>Semester 3</b>				
NUR 201	Nursing Concepts 4 ( T)	7	12	11
PSY 110	Introduction to Psychology ( G)	3	0	3
<b>Semester 4</b>				
SOC 105	Introduction to Sociology ( G)	3	0	3
NUR 202	Nursing Concepts 5 ( T)	6	9	9
Total Credits:		51	39	65

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair

Professor Janice Lockett, RN, MSN



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**Advisors**

Professor Joanne Johnson, RN, MSN  
joanne.johnson@cincinnatiastate.edu

# Practical Nursing Certificate (PNC)

## Practical Nursing Certificate (PNC)

The Cincinnati State Practical Nursing Certificate program offers classes at the Clifton Campus and the Great Oaks' Scarlet Oaks Campus. The program is structured to be completed in three continuous semesters of day or evening classes.

Licensed practical nurses share in the responsibility for patient care within the established guidelines of the Ohio Nurse Practice Act. The Practical Nursing Certificate prepares students through concurrent classroom education and clinical practice in the areas of basic nursing skills, maternal and infant care, adult and child health, gerontological nursing, mental health concepts, and community health.

Program graduates are eligible to take the national standardized NCLEX-PN exam for licensure as a Practical Nurse. Passing a nationally standardized comprehensive exam is part of the requirements for the final course in the certificate program.

Admission to the Practical Nursing Certificate program requires completion of Selective Admission requirements. Interested students should speak to an advisor and attend an information session.

Enrollment requirements include:

- Submit written proof of current registration as a State Tested Nurse Aide prior to applying for Selective Admission. Students may complete the Nurse Aide Certificate course (MCH 130) to prepare for the state test.
- Complete a criminal background check, CPR certification, and a statement of health form.
- Have a total grade point average (GPA) of 2.50 or higher, and a GPA of 2.00 or higher in math and science courses.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Practical Nursing Certificate (PNC)

**Program Prerequisites:** Students seeking admission to the Practical Nursing Certificate program must complete selective enrollment requirements. Students should meet with their academic advisor to discuss eligibility and deadlines for selective enrollment.

Semester 1		Lec	Lab	Credits
PN 101	Practical Nursing Concepts 1	5	9	8
FYE 1XX	First Year Experience Elective	1	0	1

BIO 1XX	Biology Elective	3	2	4
<b>Semester 2</b>				
PN 102	Practical Nursing Concepts 2	7	9	10
PSY 110	Introduction to Psychology	3	0	3
<b>Semester 3</b>				
PN 103	Practical Nursing Concepts 3	4	6	6
MCH 100	Healthcare Informatics	2	0	2
PN 185	Practical Nursing Role Transition	2	8	2
ENG 101	English Composition 1	3	0	3
Total Credits:		30	34	39

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### Biology Elective

BIO 117 & BIO 127	Human Body in Health and Disease and Human Body in Health and Disease Laboratory	4
BIO 151 & BIO 152	Anatomy and Physiology 1 and Anatomy and Physiology 2	8

## Faculty

### Program Chair

Barbara Ratliff, RN, MSN  
barbara.ratliff@cincinnatiastate.edu

# Occupational Therapy Assistant Technology (OTA)

## Occupational Therapy Assistant Technology (OTA)

Occupational therapy is the art and science of directing the human response with a focus on using selected client-centered occupations to promote and maintain health, prevent disability, assess behavior, and treat or train patients with physical or psychological dysfunction.

The mission of Occupational Therapy Assistant Technology program is to prepare graduates as competent, entry-level generalists qualified to practice in the field of Occupational Therapy, to meet community workforce needs, to provide opportunities for experiential and cooperative education with exposure to non-traditional and emerging areas of practice, to educate the community, and to function within the standards of the College, the American Occupational Therapy Association, and the Accreditation Council for Occupational Therapy Education.

Graduates of the Occupational Therapy Assistant Technology program are technically qualified members of the health team who function under the supervision or consultation of a registered occupational therapist. Assistants accept clinical responsibilities in hospitals, nursing



homes, schools, rehabilitation centers, or other organizations directed to maintain health and socialization.

Graduates demonstrate entry-level competency in analyzing activities and applying activities to client needs; using occupational therapy concepts and skills (such as daily living skills, group activities, evidence based interventions, and adaptive equipment); directing activity programs; managing department operations; collecting data; understanding the effect of one's behavior on the client and others; upholding the standards of the profession; identifying the need for continuing professional education and growth; and relating occupational therapy to the total health care system.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449.

Graduates earn an Associate of Applied Science degree and are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, graduates are Certified Occupational Therapy Assistants (COTA). Current pass rates are available on the College's website.

Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT examination. A felony conviction may affect a graduate's ability to take the NBCOT certification examination, and background checks are required in Ohio to attain state licensure.

All OTA students must complete Level II fieldwork within 20 months after completing academic coursework preparation.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Occupational Therapy Assistant Technology (OTA)

Semester 1		Lec	Lab	Credits
OTA 105	Theory of Occupational Therapy ( <b>B</b> )	3	0	3
BIO 151	Anatomy and Physiology 1 ( <b>G</b> )	2	3	4
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
OTA 100	Introduction to Occupational Therapy Assisting ( <b>B</b> )	3	0	3
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
OTA 106	Techniques of Occupational Therapy ( <b>T</b> )	0	4	2
Semester 2				
OTA 180	Occupational Therapy Assisting Level I Fieldwork 1 ( <b>T</b> )	1	5	2
PSY 110	Introduction to Psychology ( <b>G</b> )	3	0	3

OTA 121	Therapeutic Media for Occupational Therapy: Pediatrics ( <b>T</b> )	0	4	2
MAT 105	Quantitative Reasoning for the Sciences ( <b>G</b> )	2	2	3
SOC 105	Introduction to Sociology ( <b>B</b> )	3	0	3
OTA 120	Concepts and Skills of Occupational Therapy: Pediatrics ( <b>T</b> )	2	0	2

### Semester 3

OTA 111	Therapeutic Media for Occupational Therapy: Psychosocial ( <b>T</b> )	0	4	2
OTA 110	Concepts and Skills of Occupational Therapy: Psychosocial ( <b>T</b> )	2	0	2
BIO 152	Anatomy and Physiology 2 ( <b>B</b> )	3	2	4
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
OTA 185	Occupational Therapy Assisting Level I Fieldwork 2 ( <b>T</b> )	1	5	2

### Semester 4

OTA 280	Occupational Therapy Assisting Level I Fieldwork 3 ( <b>T</b> )	1	4	2
OTA 231	Therapeutic Media for Occupational Therapy: Physical Disabilities ( <b>T</b> )	0	6	3
OTA 233	Kinesiology for Occupational Therapy ( <b>T</b> )	2	2	3
OTA 230	Concepts and Skills of Occupational Therapy: Physical Disabilities ( <b>T</b> )	4	0	4

### Semester 5

OTA 245	Therapeutic Media Analysis for Occupational Therapy ( <b>T</b> )	0	3	1
OTA 241	Fundamentals of Occupational Therapy Practice 1 ( <b>T</b> )	1	0	1
OTA 294	OTA Level II Fieldwork 1 ( <b>T</b> )	0	22	1

### Semester 6

OTA 242	Fundamentals of Occupational Therapy Practice 2 ( <b>T</b> )	1	0	1
OTA 295	OTA Level II Fieldwork 2 ( <b>T</b> )	0	22	1

Total Credits:	41	88	61
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## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3

ENG 104	English Composition 2: Technical Communication	3
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The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair

Professor Claudia Miller, OTD, OTR/L  
 claudia.miller@cincinnatiastate.edu

### Fieldwork Coordinator

Cindy Kief, COTA/L  
 cindy.kief@cincinnatiastate.edu

# Public Safety and Emergency Services

The Public Safety programs offer associate's degrees and certificates related to a variety of professional roles in public safety fields. These programs allow participants to learn new skills or update the knowledge and skills needed to perform effectively on the job.

The **Emergency Medical Services** program offers an associate's degree with two majors:

- **Emergency Medical Technician - Paramedic Management** - This associate's degree prepares students for supervisory and administrative roles within the field of Emergency Medical Services.
- **Emergency Medical Technician - Paramedic Science** - This associate's degree prepares students for careers in Emergency Medical Services research or education, or employment in a hospital emergency department.
- Two certificates are offered also:
  - **Emergency Medical Technician - Basic Certificate** - The certificate covers the skills needed to care for patients at the scene of an accident or illness and while transporting patients by ambulance to the hospital. Students who complete the certificate are eligible to take the National Registry of Emergency Medical Technicians cognitive and practical examinations.
  - **Paramedic Certificate** - Students who have already earned an EMT certificate may continue their education by entering the Paramedic certificate program. After completing the certificate, students are eligible to take the National Registry exam.

The **Fire Service Technology** associate's degree program prepares students for entry-level jobs in fire service as a firefighter/emergency medical technician.

- The Fire Service Leadership associate's degree provides knowledge and skills to certified firefighters who are interested in

furthering their careers. Firefighters must have at least five years of experience prior to beginning the second-year curriculum of this program.

- The Fire Service Certificate provides specific education, training, and skills needed to obtain employment at a fire department.

The **Public Safety Technology** associate's degree program prepares students to respond to the nation's need for highly trained security professionals.

- The Homeland Security Certificate provides knowledge and skills needed to effectively deal with safety and security challenges in the United States. This program was developed in response to the needs of the Transportation Security Administration (TSA).
- The Public Safety Telecommunicator Certificate program prepares students for employment as 911 operators and emergency medical dispatchers.

The **Associate of Technical Studies degree program in Law Enforcement** (ATSLE) is for individuals currently working in law enforcement who want to qualify for advancement within their field. To enroll in this program, students must have a certificate in basic peace officer training issued by the Ohio Peace Officer Training Academy or equivalent state/federal law enforcement training.

## Emergency Medical Technician - Basic Certificate (EMTC)

### Emergency Medical Technician - Basic Certificate (EMTC)

The Emergency Medical Technician certificate covers the skills needed to provide the first level of pre-hospital care in the Emergency Medical Services system.

An EMT is prepared to care for patients at the scene of an accident or illness and while transporting patients by ambulance to the hospital. The EMT has the skills needed to assess a patient's condition and manage medical and trauma emergencies.

The EMT certificate program is approved by the Ohio Department of Public Safety, Division of Emergency Medical Services. After successful completion of the certificate program, students are eligible to take the National Registry of Emergency Medical Technicians cognitive and practical examinations.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Emergency Medical Technician—Basic Certificate (EMTC)

**Program Prerequisites:** AFL 085 Applications of College Reading and Writing or appropriate placement test score.

EMS 110	Emergency Medical Technician Theory and Practice	7
Total Credits		7

## Faculty

### Program Chair

Professor William Mehbod, BS EMT-P  
william.mehbod@cincinnati.edu

## Emergency Medical Technician - Paramedic Management (EMTP-M)

### Emergency Medical Technician - Paramedic Management (EMTP-M)

The emergency medical technician administers life-saving care to the sick and injured. The Paramedic program at Cincinnati State leads to an Associate of Applied Science degree, and includes training in basic and advanced life support.

The Paramedic curriculum has been approved by the Ohio Department of Public Safety, Division of Emergency Medical Services. Students are eligible to take the National Registry cognitive and practical examinations after completing the three Paramedic Theory and Practice courses.

Students who complete the Management major are prepared to assume supervisory and administrative roles within the field of Emergency Medical Services.

The program is accredited by The Ohio Department of Public Safety, Division of Emergency Medical Services, P.O. Box 182073, 1970 West Broad Street, Columbus, OH 43218-2073 phone: (614) 466-9447.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## EMT Paramedic—Management Major (EMTP-M)

**Program Prerequisites:** AFM 092 Introductory Algebra or appropriate placement test score, and EMS 110 Emergency Medical Technician Theory and Practice or EMT-Basic Certification in the State of Ohio.

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
PSY 110	Introduction to Psychology ( G )	3	0	3
MGT 101	Principles of Management ( B )	3	0	3
MAT 115	Pre-Statistics ( G )	2	2	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
ENG 102	English Composition 2: Contemporary Issues ( G )	3	0	3
MGT 105	Human Resource Management ( B )	3	0	3
PHI 110	Ethics ( G )	3	0	3

COMM 110	Public Speaking ( B )	3	0	3
Semester 3				
EMS 120	Paramedic Anatomy and Physiology ( B )	3	0	3
MGT 220	Leadership ( B )	3	0	3
LBR 105	Introduction to Labor and Employee Relations ( B )	3	0	3
Semester 4				
EMS 211	Paramedic 1 ( T )	7	0	7
EMS 221	Paramedic 1 Lab ( T )	0	3	1
EMS 231	Paramedic 1 Practicum ( T )	1	9	2
Semester 5				
EMS 212	Paramedic 2 ( T )	0	6	6
EMS 222	Paramedic 2 Lab ( T )	0	3	1
EMS 232	Paramedic 2 Practicum ( T )	1	11	3
Semester 6				
EMS 213	Paramedic 3 ( T )	6	0	6
EMS 223	Paramedic 3 Lab ( T )	0	3	1
EMS 233	Paramedic 3 Practicum ( T )	1	11	3
Total Credits:		49	48	64

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair

Professor William Mehbod, BS EMT-P  
william.mehbod@cincinnati.edu

## Emergency Medical Technician - Paramedic Science & Paramedic Certificate (EMTP-S & EMTPC)

### Emergency Medical Technician - Paramedic Science (EMTP-S)

The emergency medical technician administers life-saving care to the sick and injured. The Paramedic program at Cincinnati State leads to an Associate of Applied Science degree, and includes training in basic and advanced life support.

The Paramedic curriculum has been approved by the Ohio Department of Public Safety, Division of Emergency Medical Services. Students are eligible to take the National Registry cognitive and practical

examinations after completing the three Paramedic Theory and Practice courses.

Students who complete the Paramedic Science major are prepared for careers in Emergency Medical Services research or education, or employment in a hospital emergency department. Students who are interested in eventual transition into another allied health career field should consider the Paramedic Science major.

## Emergency Medical Technician - Paramedic Certificate (EMTPC)

Students who have already earned an EMT certificate may continue their education by entering the Paramedic certificate program. The curriculum is approved by the Ohio Department of Public Safety, Division of Emergency Medical Services.

After completing the certificate, students are eligible to take the National Registry exam.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## EMT Paramedic—Science Major (EMTP-S)

**Program Prerequisites:** AFM 095 Foundations of Basic Algebra or appropriate placement test score, and EMS 110 Emergency Medical Technician Theory and Practice or EMT-Basic Certification in the State of Ohio.

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
MAT 130	Intermediate Algebra for Statistics ( G )	3	2	4
BIO 151	Anatomy and Physiology 1 ( G )	3	2	4
PSY 110	Introduction to Psychology ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
ENG 102	English Composition 2: Contemporary Issues ( G )	3	0	3
SOC 105	Introduction to Sociology ( B )	3	0	3
BIO 152	Anatomy and Physiology 2 ( B )	3	2	4
BIO 220	Microbiology ( B )	2	3	3
Semester 3				
EMS 211	Paramedic 1 ( T )	7	0	7
COMM 110	Public Speaking ( B )	3	0	3
EMS 221	Paramedic 1 Lab ( T )	0	3	1
EMS 231	Paramedic 1 Practicum ( T )	1	9	2
Semester 4				
EMS 212	Paramedic 2 ( T )	6	0	6
BIO 240	Pathophysiology ( B )	3	0	3
EMS 222	Paramedic 2 Lab ( T )	0	3	1

EMS 232	Paramedic 2 Practicum ( T )	1	11	3
Semester 5				
EMS 213	Paramedic 3 ( T )	6	0	6
EMS 223	Paramedic 3 Lab ( T )	0	3	1
EMS 233	Paramedic 3 Practicum ( T )	1	11	3
Total Credits:		52	49	64

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Emergency Medical Technician—Paramedic Certificate (EMTPC)

**Program Prerequisites:** EMT-Basic Certification from the State of Ohio, and AFL 085 Applications of College Reading and Writing and AFM 095 Foundations of Basic Algebra or appropriate placement test scores.

Semester 1		Lec	Lab	Credits
EMS 110	Emergency Medical Technician Theory and Practice	5	4	7
Semester 2				
EMS 120	Paramedic Anatomy and Physiology	3	0	3
Semester 3				
EMS 211	Paramedic 1	7	0	7
EMS 221	Paramedic 1 Lab	0	3	1
EMS 231	Paramedic 1 Practicum	1	9	2
Semester 4				
EMS 212	Paramedic 2	6	0	6
EMS 222	Paramedic 2 Lab	0	3	1
EMS 232	Paramedic 2 Practicum	1	11	3
Semester 5				
EMS 213	Paramedic 3	6	0	6
EMS 223	Paramedic 3 Lab	0	3	1
EMS 233	Paramedic 3 Practicum	1	11	3
Total Credits:		30	44	40

## Faculty

### Program Chair

Professor William Mehbod, BS EMT-P  
[william.mehbod@cincinnati-state.edu](mailto:william.mehbod@cincinnati-state.edu)

## Fire Service Leadership (FSTL)

### Fire Service Leadership (FSTL)

The Fire Service Leadership program provides knowledge and skills to certified firefighters who are interested in furthering their careers while earning an Associate of Applied Science degree. Firefighters must have at least five years of experience prior to beginning the second-year curriculum of this program.

The scope of fire service encompasses many community needs and fire service professionals must be prepared to respond to many demands. Leaders in today's fire service must keep up with technologies that influence change within the communities they serve and must be well-informed on topics such as health, nutrition, diversity, standard operating guidelines, emergency medical services, and fire law.

Students must earn grades of C or higher in all Fire Service Leadership program courses.

Applicants must present copies of previous certifications pertaining to fire fighting and emergency medical services.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Fire Service Leadership (FSTL)

**Program Prerequisites:** AFM 092 Introductory Algebra or appropriate placement test score, and a minimum of five years of experience as a firefighter.

Semester 1		Lec	Lab	Credits
FST 123	Principles of Emergency Services ( T )	3	0	3
FST 161	Fire Officer 1 ( T )	4	0	4
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
FST 120	Fire Behavior and Combustion ( T )	2	0	2
FST 1XX	Firefighter Elective ( B )	7	12	11
Semester 3				
FST 129	Fire Prevention ( T )	3	0	3
FST 126	Fire Protection Systems ( T )	2	0	2
ENG 10X	English Composition Elective ( G )	3	0	3
MAT 115	Pre-Statistics ( G )	2	2	3
Semester 4				
FST 228	Legal Aspects of the Emergency Services ( T )	3	0	3

FST 162	Fire Officer 2 ( T )	4	0	4
SPN 100	Spanish for the Professions ( T )	2	0	2
XXX XXX	Social Science Elective ( G )	3	0	3
Semester 5				
FST 223	Principles of Fire and Emergency Services Safety and Survival ( T )	2	0	2
FST 226	Building Construction for Fire Protection ( T )	3	0	3
COMM 110	Public Speaking ( B )	3	0	3
FST 265	Fire Service Instructor ( T )	2	3	3
XXX XXX	Arts/ Humanities Elective ( G )	3	0	3
Total Credits:		55	17	61

### Electives

#### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

#### Firefighter Elective

FST 141 & FST 142	Firefighter 1 and Firefighter 2	11
FST 145	Career Firefighter 1 and 2	11

#### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

#### Social Science Elective

PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

#### Arts/Humanities Elective

CULT 105	Issues in Human Diversity	3
PHI 110	Ethics	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

### Faculty

#### Program Chair/Advisor

Professor William Mehbod, BS EMT-P  
william.mehbod@cincinnati-state.edu



## Fire Service Technology & Fire Service Certificate (FST & FSTC)

### Fire Service Technology (FST)

The Fire Service Technology program at Cincinnati State prepares students for entry-level jobs in fire service as a firefighter/emergency medical technician (EMT).

This program meets National Fire Protection Association standards and objectives for Firefighter 1 and Firefighter 2, using a combination of classroom education and hands-on training. Performance testing builds student confidence and enables mastery of the skills that are critical to good performance on the fireground and during emergency medical services incidents.

Graduates of the program earn an Associate of Applied Science degree. For hands-on fire training class eligibility, students must:

- Successfully perform and complete the Fire Cadet Fitness Evaluation.
- Complete the State Application for Admission to a Fire Training Course. This application screens for age, criminal convictions, and substance abuse that may disqualify students from state certification. Documentation must be provided on questionable cases.
- Have the Physical Exam Form (for firefighters) completed by a qualified physician.
- Obtain a current CPR card for healthcare providers.
- Complete Emergency Medical Technician Basic Training.
- Present copies of previous certifications held pertaining to firefighting and emergency medical services.

Graduates who complete an optional set of additional classes may continue their education with seamless transition to the University of Cincinnati to earn a bachelor's degree.

The Fire Service Technology program is accredited by The Ohio Department of Public Safety, Department of Emergency Medical Services, P.O. Box 182073, 1970 West Broad Street, Columbus, OH 43218-2073. Phone (614) 466-9447.

### Fire Service Certificate (FSTC)

The Fire Service Certificate program provides specific education, training, and skills needed to obtain employment at a fire department. The Emergency Medical Technician course and the Firefighter 1 and Firefighter 2 courses that are part of the certificate prepare students for the State of Ohio's Certification exams.

Successful completion of the state exams is required before certification cards are issued by the State of Ohio.

The Fire Service certificate program offers a fast track to employment. All credits earned while completing this certificate also can be applied to the Fire Service Technology associate's degree.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

### Fire Service Technology (FST)

**Program Prerequisite:** AFM 092 Introductory Algebra or appropriate placement test score.

		Lec	Lab	Credits
<b>Semester 1</b>				
ENG 101	English Composition 1 ( G )	3	0	3
FST 120	Fire Behavior and Combustion ( T )	2	0	2
FST 123	Principles of Emergency Services ( T )	3	0	3
MAT 115	Pre-Statistics	2	2	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
<b>Semester 2</b>				
ENG 102	English Composition 2: Contemporary Issues ( G )	3	0	3
FST 105	Firefighter Physical Preparedness ( B )	1	2	2
FST 131	Firefighter Professional 1 ( T )	4	6	6
XXX XXX	Social Sciences Elective ( G )	3	0	3
<b>Semester 3</b>				
COMM 110	Public Speaking ( G )	3	0	3
FST 129	Fire Prevention	3	0	3
FST 132	Firefighter Professional 2 ( T )	3	6	5
XXX XXX	Arts/ Humanities Elective ( G )	3	0	3
<b>Semester 4</b>				
EMS 110	Emergency Medical Technician Theory and Practice ( T )	5	4	7
FST 126	Fire Protection Systems	2	0	2
FST 294	Internship 1: Fire Service Technology	1	40	2
<b>Semester 5</b>				
FST 223	Principles of Fire and Emergency Services Safety and Survival ( T )	2	0	2
FST 226	Building Construction for Fire Protection ( T )	3	0	3
FST 228	Legal Aspects of the Emergency Services	3	0	3
Technical Elective ( T )		3	0	3
Total Credits:		53	60	62

### Electives

#### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

#### Social Sciences Elective



PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3
<b>Arts/Humanities Elective</b>		
CULT 105	Issues in Human Diversity	3
PHI 110	Ethics	3
<b>Technical Elective</b>		
EMS 120	Paramedic Anatomy and Physiology	3
PST 100	Introduction to Emergency Management	3
PST 110	Introduction to Homeland Security	3
PST 140	Public Safety Telecommunicator	3
THZ 105	OSHA 40-Hour HAZMAT (HAZWOPER) Workshop (T)	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Fire Service Certificate (FSTC)

**Program Prerequisites:** **AFM 092 Introductory Algebra** (minimum grade C) or appropriate placement test score.

Semester 1		Lec	Lab	Credits
FST 105	Firefighter Physical Preparedness ( T )	1	2	2
FST 120	Fire Behavior and Combustion ( T )	2	0	2
FST 123	Principles of Emergency Services ( T )	3	0	3
FST 131	Firefighter Professional 1 ( T )	4	6	6
Semester 2				
FST 129	Fire Prevention ( T )	3	0	3
FST 132	Firefighter Professional 2 ( T )	3	6	5
EMS 110	Emergency Medical Technician Theory and Practice	5	4	7
Technical Elective (T)		2	0	2
Total Credits:		23	18	30

## Electives

### Technical Elective

Select one of the following:		10
EMS 120	Paramedic Anatomy and Physiology	3
FST 126	Fire Protection Systems	2
FST 223	Principles of Fire and Emergency Services Safety and Survival	2
FST 226	Building Construction for Fire Protection	3
FST 228	Legal Aspects of the Emergency Services	3
PST 100	Introduction to Emergency Management	3
PST 110	Introduction to Homeland Security	3
PST 140	Public Safety Telecommunicator	3

THZ 105	OSHA 40-Hour HAZMAT (HAZWOPER) Workshop	3
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## Faculty

### Program Chair/Advisor

Professor William Mehbod, BS EMT-P  
william.mehbod@cincinnatiastate.edu

## Public Safety Technology, Homeland Security & Telecommunicator Certificates (PST, HLSC, & PSTC)

### Public Safety Technology (PST)

The Public Safety Technology program prepares students to respond to the nation's need for highly trained security professionals who understand the global threat to our infrastructure.

While earning an Associate of Applied Science degree, students learn to help secure borders, airports, waterways and seaports; prepare for and respond to natural and man-made disasters; and provide counter-terrorism and law enforcement intelligence support.

The program was developed in conjunction with local industry representatives to assure that local needs and requirements were addressed. Students who complete the program receive training and certification relevant to a public safety career and gain skills that may enhance upward mobility for career professionals.

### Homeland Security Certificate (HLSC)

The Homeland Security Certificate provides students with the knowledge and skills needed to effectively deal with safety and security challenges in the United States. This program was developed in response to the needs of the Transportation Security Administration (TSA).

Students gain understanding of fundamental elements of homeland security as well as specialized topics including detecting threats to security, and protecting critical infrastructure and transportation nodes.

### Public Safety Telecommunicator Certificate (PSTC)

The Public Safety Telecommunicator Certificate program prepares students for employment as 911 operators and emergency medical dispatchers. These specialized public safety roles require far more than answering a telephone and dispatching a response unit to a designated location.

Students gain knowledge and skills related to communications technologies, public safety issues and concerns, and the telecommunicator's role in the U.S. Department of Homeland Security's NIMS Incident Command System.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

## Public Safety Technology (PST)

Semester 1		Lec	Lab	Credits
PST 100	Introduction to Emergency Management ( <b>B</b> )	3	0	3
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
PSY 110	Introduction to Psychology ( <b>G</b> )	3	0	3
CRJ 105	Introduction to Criminal Justice ( <b>B</b> )	3	0	3
MAT 115	Pre-Statistics	2	2	3
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1
Semester 2		Lec	Lab	Credits
PST 110	Introduction to Homeland Security ( <b>T</b> )	3	0	3
PHI 110	Ethics ( <b>G</b> )	3	0	3
PST 120	Intelligence Analysis and Security Management ( <b>T</b> )	3	0	3
EVT 105	Environmental Sampling ( <b>T</b> )	2	3	3
ENG 10X	English Composition Elective ( <b>G</b> )	3	0	3
Semester 3		Lec	Lab	Credits
PST 115	Introduction to Terrorist Groups ( <b>T</b> )	3	0	3
COMM 110	Public Speaking ( <b>B</b> )	3	0	3
CRJ 125	Criminology ( <b>B</b> )	3	0	3
PST 205	Transportation Security ( <b>T</b> )	3	0	3
Semester 4		Lec	Lab	Credits
CRJ 135	Criminal Law ( <b>B</b> )	3	0	3
EVT 187	Materials Transportation Safety and Security ( <b>T</b> )	1	2	2
PST 125	Public Safety Contingency Planning ( <b>T</b> )	3	0	3
PST 140	Public Safety Telecommunicator	6	0	3
EVT 215	Utilities Safety and Security ( <b>T</b> )	1	2	2
Semester 5		Lec	Lab	Credits
EVT 237	Environmental Impact of Weapons of Mass Destruction ( <b>T</b> )	1	2	2
EVT 257	Environmental Risk Assessment ( <b>T</b> )	1	2	2
PST 29X	Public Safety Technology Experiential Learning Elective ( <b>T</b> )	1	40	2
Total Credits:				62

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### PST Experiential Learning Elective

PST 291	Full-Time Cooperative Education 1: Public Safety Technology	2
PST 294	Full Time Internship 1: Public Safety Technology	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Homeland Security Certificate (HLSC)

**Program Prerequisites:** AFL 085 Applications of College Reading and Writing and AFM 095 Foundations of Basic Algebra or appropriate placement test scores.

Semester 1		Lec	Lab	Credits
PST 110	Introduction to Homeland Security	3	0	3
PST 120	Intelligence Analysis and Security Management	3	0	3
Semester 2		Lec	Lab	Credits
PST 205	Transportation Security	3	0	3
Total Credits:		9	0	9

## Public Safety Telecommunicator Certificate (PSTC)

Semester 1		Lec	Lab	Credits
PST 140	Public Safety Telecommunicator	6	0	6
Semester 2		Lec	Lab	Credits
PST 145	Emergency Medical Dispatcher	2	0	2
Total Credits:		8	0	8

## Faculty

### Program Chair/Advisor

Professor William Mehbod, BS EMT-P  
[william.mehbod@cincinnati-state.edu](mailto:william.mehbod@cincinnati-state.edu)

# Respiratory Care Technology (RC)

## Respiratory Care Technology (RC)

Cincinnati State offers a comprehensive program in Respiratory Care Technology.

Students develop a wide range of clinical skills in traditional and nontraditional roles and gain proficiency in all areas of respiratory care, such as bedside pulmonary care, life-support systems management, diagnostic testing, pulmonary rehabilitation, and long-term care. Students practice these skills with a variety of health care professionals in the diagnosis, treatment, and education of the patient.

Program graduates earn an Associate of Applied Science degree and are eligible to take the National Board for Respiratory Care exam required to earn the Registered Respiratory Therapist (RRT) credential.

The Respiratory Care Technology program is accredited by The Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas, 76021. Phone: (817) 282-2835. Website: [www.coarc.com](http://www.coarc.com) (<http://www.coarc.com>). Program #: 200260

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Respiratory Care Technology (RC)

Prior to applying for selective enrollment into the Respiratory Care program, applicants must meet these requirements: completed high school or college biology, chemistry and physics within the last 6 years with a C or better; 2.75 overall GPA for at least 12 credit hours earned from the most recent qualifying institution; and eligible to take MAT 131 and ENG 101.

Semester 1		Lec	Lab	Credits
FYE 1XX	First Year Experience Elective (B)	1	0	1
BIO 151	Anatomy and Physiology 1 (G)	3	2	4
ENG 101	English Composition 1 (G)	3	0	3
RT 100	Introduction to Respiratory Care (B)	1	0	1
RT 101	Respiratory Care Science 1 (T)	3	2	4
RT 172	Cardiopulmonary Anatomy and Physiology (B)	3	2	4
Semester 2				
RT 102	Respiratory Care Science 2 (T)	3	2	4
BIO 152	Anatomy and Physiology 2 (B)	3	2	4
BIO 220	Microbiology (B)	2	3	3
RT 173	Cardiopulmonary Disease (T)	3	2	4
RT 111	Respiratory Care Clinical Practice 1 (T)	1	8	2
Semester 3				

RT 112	Respiratory Care Clinical Practice 2 (T)	1	16	2
RT 103	Mechanical Ventilation (T)	3	2	4
MAT 131	Statistics 1 (G)	2	2	3
ENG 102	English Composition 2: Contemporary Issues (G)	3	0	3

### Semester 4

BIO 240	Pathophysiology (B)	3	0	3
RT 211	Respiratory Clinical Practice 3 (T)	1	16	2
RT 201	Advanced Respiratory Critical Care (T)	3	0	3
RT 202	Specialties in Respiratory Care (T)	2	0	2

### Semester 5

RT 203	Respiratory Care Seminar (T)	1	2	2
RT 204	Respiratory Care Capstone (T)	0	2	1
RT 212	Respiratory Clinical Practice 4 (T)	1	16	2
PSY 110	Introduction to Psychology (G)	3	0	3

Total Credits:		49	79	64
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## Electives

First Year Experience Elective		1
FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair and Director of Clinical Education

Professor Michael Chaney, MEd, RRT  
[michael.chaney2@cincinnati.edu](mailto:michael.chaney2@cincinnati.edu)

### Medical Director

Dr. Christopher Schmitt, MD

### Advisor

Professor Debra Lierl, M.Ed., RRT  
[debra.lierl@cincinnati.edu](mailto:debra.lierl@cincinnati.edu)

### Other Full-time Faculty

Julie Klensch, BS, RRT  
[julie.klensch@cincinnati.edu](mailto:julie.klensch@cincinnati.edu)

### Director of Clinical Education

Jodi Kaminski, MS, RRT

jodi.kaminski@cincinnatiastate.edu

## Surgical Technology (ST)

### Surgical Technology (ST)

The Surgical Technology program focuses on the scrub role during general and specialty surgical procedures. The surgical technologist provides patient care before, during, and after surgery.

Responsibilities of the surgical technologist include preparing operative equipment and supplies, providing instrumentation during operative procedures, and other intra-operative patient care activities. Surgical technologists also share circulating tasks (responsibilities that may require patient interaction) with nurses.

Students develop skills through integrated theory and practice in the classroom and simulated laboratory practice, and through clinical experiences in hospital and/or ambulatory surgery operating rooms.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO, 80120-8031. Websites: [www.caahep.org](http://www.caahep.org) (<http://www.caahep.org>) | [www.arcstsa.org](http://www.arcstsa.org) (<http://www.arcstsa.org>)

### Surgical Technology First Assistant Certificate (STFAC)

First assistants and surgical assistants provide aid to help surgeons conduct a safe operation with optimal results for the patient. In addition to intra-operative duties, surgical assistants perform pre-operative and post-operative duties to facilitate proper patient care.

The Surgical Technology First Assistant certificate encompasses the basic elements of first assisting. Most of the courses are delivered online. However, some courses include simulated laboratory experiences on campus.

To be admitted to the certificate program, students must have a minimum of an associate's degree from a regionally accredited college or university, with completion of basic college-level science courses within the past seven years. In addition, prospective students must be certified as a Surgical Technologist (CST); must have three years full-time scrub and/or assisting experience within the last seven years; and must provide proof of current CPR Certification for Healthcare Providers, liability insurance, and updated immunizations.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

### Surgical Technology (ST)

**Program prerequisites:** Students seeking admission to the Surgical Technology program must complete specific requirements. After completing Semester 1 of Year 1, students should apply for selective enrollment into the Surgical Technology program. Year 2 courses will begin in Fall Semester. Students should meet with their academic advisor to discuss eligibility and deadlines for selective enrollment.

#### First Year

##### Semester 1

		Lec	Lab	Credits
BIO 151	Anatomy and Physiology 1 ( <b>B</b> )	3	2	4
MAT 105	Quantitative Reasoning for the Sciences ( <b>G</b> )	2	2	3
ST 100	Introduction to Surgical Technology ( <b>T</b> )	1	0	1
FYE 1XX	First Year Experience Elective ( <b>B</b> )	1	0	1

After completing Year 1, Semester 1 courses, apply for Selective Enrollment into the ST program.

#### Second Year

##### Semester 1

BIO 152	Anatomy and Physiology 2 ( <b>B</b> )	3	2	4
BIO 220	Microbiology ( <b>G</b> )	2	3	3
ST 101	Surgical Foundations and Procedures 1 ( <b>T</b> )	6	0	6
ST 111	Surgical Principles and Practice 1 ( <b>B</b> )	1	3	2

##### Semester 2

PST 135	Disaster Preparedness for Healthcare Workers ( <b>B</b> )	2	0	2
ST 102	Surgical Foundations and Procedures 2 ( <b>T</b> )	6	0	6
ST 112	Surgical Principles and Practice 2 ( <b>B</b> )	1	3	2
ST 181	Surgical Technology Clinical Skills Application 1 ( <b>T</b> )	1	3	2

##### Semester 3

COMM 105	Interpersonal Communication ( <b>G</b> )	3	0	3
ENG 101	English Composition 1 ( <b>G</b> )	3	0	3
ST 201	Advanced Surgical Procedures 1 ( <b>T</b> )	4	0	4
ST 182	Surgical Technology Clinical Skills Application 2 ( <b>T</b> )	0	6	2

#### Third Year

##### Semester 1

ENG 105	English Composition 2: Business Communication ( <b>G</b> )	3	0	3
ST 202	Advanced Surgical Procedures 2 ( <b>T</b> )	4	0	4
ST 281	Surgical Technology Clinical Directed Practice 1 ( <b>T</b> )	1	24	5

##### Semester 2

ST 282	Surgical Technology Clinical Directed Practice 2 ( <b>T</b> )	1	24	5
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Total Credits:		48	72	65
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## Electives

### First Year Experience Elective

FYE 100	College Survival Skills			1
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FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Surgical Technology First Assistant Certificate (STFA)

**Program Prerequisites:** Associate's degree from a regionally accredited college or university; certified as a Surgical Technologist, with three years full-time scrub and/or assisting experience within the last five years; CPR/BLS certified; and courses BIO 220 Microbiology, BIO 240 Pathophysiology, IM 100 Computer Literacy, and MCH 101 Medical Terminology 1.

Semester 1		Lec	Lab	Credits
PST 135	Disaster Preparedness for Healthcare Workers	2	0	2
STFA 150	Perioperative Bioscience	3	0	3
STFA 155	Principles of First Assisting	2	3	3
Semester 2				
STFA 161	Surgical Specialties 1	7	0	7
STFA 181	First Assisting Clinical 1	1	12	2
Semester 3				
STFA 162	Surgical Specialties 2	7	0	7
STFA 182	First Assisting Clinical 2	1	12	2
Total Credits:		23	27	26

## Faculty

### Program Chair

LaVon Moore, BES, AAS, CST  
lavon.moore@cincinnatiastate.edu

## Humanities and Sciences Division

Division Phone Number: (513) 569-1700

The Humanities and Sciences Division offers two degrees for students who plan to continue in a bachelor's degree program immediately after graduating from Cincinnati State:

- Associate of Arts
- Associate of Science

The Division also offers two Associate of Applied Science degrees that prepare students for immediate employment:

- Early Childhood Education
- Interpreter Training

The Division also offers an Associate of Technical Studies degree for individuals currently working in law enforcement who want to advance in their field:

- Law Enforcement

The Division also offers several certificate programs:

- Addiction Studies
- Addiction Studies Licensing Preparation
- Deaf Studies
- Human Services
- Leadership

The **Humanities Division** recognizes that each student has a unique combination of attitudes, beliefs, values, and experiences. The Humanities Division's courses enable students to understand the forces that shape them, especially in the psychological, social, and economic areas, and provide tools that assist students either in controlling or adapting to these forces.

Foremost among these tools is effective communication, both oral and written. Therefore, the division offers a number of courses that enhance communication skills by developing critical thinking techniques and the ability to present information in a clear, organized manner.

The **Sciences Division** is committed to the integration of language and critical thinking skills, mathematics, and the understanding of scientific principles to provide a comprehensive problem-solving approach to learning.

The Sciences Division emphasizes laboratory experiences, particularly in the laboratory-based chemistry and physics departments. Through observation and manipulation of laboratory materials, students gain genuine understanding of physical laws, concepts, and hypotheses and have opportunities to learn to use their own ingenuity while investigating and reporting on scientific issues and phenomena.

Sciences Division faculty are prepared for and dedicated to fulfilling the following divisional goals:

- Teaching the principles of physics, chemistry, and mathematics considered basic to successful studies in science-dependent fields such as engineering technologies, health technologies, science and health laboratory sciences, or technical business services.
- Teaching the principles of physics, chemistry, and mathematics considered essential to successful science studies within liberal arts programs.
- Providing in-depth instruction that prepares students for bachelor's degree studies in scientific or mathematical fields after obtaining an Associate of Science degree at Cincinnati State.

To set the stage for success in the college experience, degree-seeking students are required to complete a college First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State.

## Entrance Competencies in Communications and Mathematics

In order to ensure a high degree of success in academic studies in Humanities and Sciences, entering students must meet established academic levels in mathematics, written communication skills, and



reading comprehension. To aid in determining these levels, entering students are required to take the college placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, an advisor will identify Academic Foundations classes to help the student reach needed levels. Preparatory classes are available year-round, and are designed to increase students' opportunities for success in their courses.

## Cooperative Education

The Humanities and Sciences Division shares the College's commitment to cooperative education as an integral part of the curriculum. Cooperative education allows students to apply concepts learned in the classroom through practical, hands-on experience in full-time or part-time work environments. These work experiences may include paid cooperative education or unpaid internships. In some cases, degree-seeking students with prior work experience related to their post-baccalaureate career goals may be eligible to receive credit through the standard College procedures for granting advanced standing credit. The program chair and cooperative education coordinator must approve all substitutions in advance.

Students must schedule a meeting with the cooperative education coordinator at least one semester prior to the anticipated start of their co-op activities to discuss options and plan how to complete co-op credits.

For eligibility requirements, co-op registration policies, and other issues related to cooperative education, please refer to the Cooperative Education (p. 189) section of this catalog.

## Writing Center

The Writing Center in Room 235 Main Building (Clifton Campus) offers tutorial support at no charge to any Cincinnati State student whose coursework includes written assignments. Tutors are qualified, experienced writing instructors. Tutors are available by appointment, on a walk-in basis, or online to provide guidance to students in all facets of the writing process.

## Transfer Module

The Ohio Department of Higher Education developed the Ohio Transfer Module to facilitate transfer of credits from one Ohio public college or university to another. Ohio's transfer module contains 36 to 40 semester hours of course credits in the areas of communication, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the State of Ohio Policy for Institutional Transfer (p. 162) and the Transfer Module (p. 148) sections of this catalog.

The Associate of Arts and Associate of Science degrees contains all of the required courses for the transfer module, and the Associate of Applied Science degrees contain many of the required courses. Students earning Associate of Applied Science degrees may schedule additional courses needed to complete the transfer module at their convenience. Students who transfer to an Ohio public university for a baccalaureate degree will find that an Associate of Arts or Associate of Science degree, or an Associate of Applied Science degree combined

with transfer module completion, leads to preferential consideration at the receiving institution.

# Addiction Studies Certificate (ADSC)

## Addiction Studies Certificate (ADSC)

The Addiction Studies Certificate program prepares individuals to work in an entry-level position in a substance abuse program. Coursework includes training in how to assist individuals and families with a variety of issues arising from addiction problems.

Students who successfully complete the certificate are eligible to seek credentialing as an Ohio Chemical Dependency Counselor Assistant. Students who complete an associate's degree along with the certificate may seek credentialing as a Licensed Chemical Dependency Counselor II. Successful credentialing includes passing a computer-based exam administered by the Ohio Chemical Dependency Professionals Board.

Students seeking the Addiction Studies Certificate may also be interested in pursuing an Associate of Arts degree with a focus in Social Work, Criminal Justice, or Psychology.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Addiction Studies Certificate (ADSC)

Semester 1		Lec	Lab	Credits
ADC 100	Drugs in Society	3	0	3
ENG 101	English Composition 1	3	0	3
PSY 110	Introduction to Psychology	3	0	3
Semester 2				
ADC 105	Addiction, Counseling, and Diversity	3	0	3
ADC 110	Pharmacology of Addiction	3	0	3
XXX XXX	Psychology or Social Work Elective	3	0	3
Semester 3				
ADC 115	Ethics in Addiction Treatment	3	0	3
ADC 120	Addiction Screening, Assessment, and Treatment	3	0	3
ADC 125	Relapse, Treatment, and Prevention	3	0	3
Semester 4				
ADC 200	Dual Diagnosis: Substance Abuse and Ment	4	0	4
ADC 205	Addiction Studies Practicum	1	7	2
Total Credits:		32	7	33

**PSY or SWK Electives**



PSY 200	Abnormal Psychology	3
PSY 205	Child Development	3
PSY 210	Adolescent Development	3
PSY 215	Adult Development	3
PSY 220	Social Psychology	3
PSY 225	Lifespan Development	3
SWK 110	Introduction to Social Work	3

ADC 200	Dual Diagnosis: Substance Abuse and Ment	4	0	4
Total Credits:		22	0	22

## Faculty

### Program Chair/Advisor

Crystal Bossard, MSW, LSW, LIDC, ICADC  
 crystal.bossard@cincinnati.state.edu

## Addiction Studies Licensing Preparation Certificate (ADSLC)

### Addiction Studies Licensing Preparation Certificate (ADSLC)

The Addiction Studies Licensing Preparation Certificate is for individuals who have completed a college degree and want to qualify for employment as an addiction/substance abuse counselor.

After completing the certificate, students can apply for credentialing in Ohio as a Licensed Chemical Dependency Counselor II (associate's degree), a Licensed Chemical Dependency Counselor III (bachelor's degree), or a Licensed Independent Chemical Dependency Counselor (master's degree). Successful credentialing includes passing a computer-based exam administered by the Ohio Chemical Dependency Professionals Board.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

## Addiction Studies Licensing Preparation Certificate (ADSLC.CT)

Program Prerequisite: An associate's, bachelor's, or master's degree in a behavioral science field, from an accredited institution of higher education, is required to enroll in this program.

Semester 1		Lec	Lab	Credits
ADC 100	Drugs in Society	3	0	3
ADC 105	Addiction, Counseling, and Diversity	3	0	3
ADC 110	Pharmacology of Addiction	3	0	3
Semester 2		Lec	Lab	Credits
ADC 115	Ethics in Addiction Treatment	3	0	3
ADC 120	Addiction Screening, Assessment, and Treatment	3	0	3
Semester 3		Lec	Lab	Credits
ADC 125	Relapse, Treatment, and Prevention	3	0	3

## Faculty

### Advisor

Crystal Bossard, MSW, LSW, LIDC, ICADC  
 crystal.bossard@cincinnati.state.edu

## Associate of Arts (AARTS)

### Associate of Arts (AARTS)

The Associate of Arts degree is designed for students who plan to transfer into a bachelor's degree program immediately after completing their Cincinnati State degree.

The Associate of Arts degree includes the Ohio Transfer Module, which is a core set of general education courses, along with directed electives that allow students to complete the first two years of a four-year degree in a liberal arts field. Working closely with an academic advisor, students customize the curriculum to fit the school and the bachelor's degree program they plan to complete.

Students in the Associate of Arts program participate in cooperative education, which offers opportunities for internship or employment in a career-related field. The co-op or internship placement provides practical training and enriches the academic experience.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.state.edu/academics/admission>)

## Associate of Arts Degree Requirements

### First Year

Semester 1	Lec	Lab	Credits
FYE 1XX	1	0	1
First Year Experience			
Elective			
ENG 101	3	0	3
HUM 190	2	0	2
English Composition 1			
Career Exploration Seminar: Associate of Arts and Sciences			
MAT 1XX	3	0	3
Transfer Module Mathematics			
Elective			
XXX XXX	3	0	3
Transfer Module Arts/Humanities			
List A			
Elective			
XXX XXX	3	0	3
Directed Elective 1			

**Semester 2**

ENG 10X English Composition Elective	3	0	3
XXX XXX Transfer Module Social/ Behavioral List A Elective	3	0	3
XXX XXX Directed Elective 2	3	0	3
XXX XXX Directed Elective 3	3	0	3

**Semester 3**

COMM 110 Public Speaking	3	0	3
XXX XXX Transfer Module Natural/ Physical Sciences Elective 1	2	2	3
XXX XXX Transfer Module Social/ Behavioral Sciences List B Elective	3	0	3
XXX XXX Transfer Module Arts/ Humanities List B Elective	3	0	3

**Second Year**

**Semester 4**

XXX XXX Transfer Module Natural/ Physical Science Elective 2	2	2	3
HUM XXX Co-op/ Internship Elective 1	1	20	1
XXX XXX Transfer Module Elective 1	3	0	3

XXX XXX Directed Elective 4	3	0	3
XXX XXX Directed Elective 5	3	0	3

**Semester 5**

HUM XXX Co-op/ Internship Elective 2	1	20	1
XXX XXX Transfer Module Elective 2	3	0	3
XXX XXX Directed Elective 6	3	0	3
XXX XXX Directed Elective 7	3	0	3

Total Credits:	60	44	62
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Transfer Module Electives must be chosen from the corresponding Transfer Module list.

Directed electives may be chosen from the Transfer Module course list **or** from the Directed Electives course list, to coincide with the requirements of the desired transfer school and program. Courses not listed here may be used toward the degree only with the permission of an advisor. Students should consult with an advisor before choosing any directed electives. Additional credits earned in any area will be applied to the directed electives to reach the total credits needed for graduation.

Co-op/Internship Electives **must** be chosen in consultation with a Co-op Coordinator. Students should meet with their Co-op Coordinator one semester prior to the planned Co-op/Internship semester to choose the appropriate route.

**Transfer Module Electives**

**English Composition Electives**

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

**Transfer Module Mathematics Electives**

Recommended:		
MAT 131	Statistics 1	3
Other Options:		
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5

**Transfer Module Social/Behavioral Sciences List A Electives**

GEO 105	World Regional Geography: the Americas, Europe, and Australia	3
GEO 110	World Regional Geography: Asia, Africa, and the Middle East	3
GEO 115	Cultural Geography	3
HST 101	World History: First Civilizations to 1500	3
HST 102	World History: 1500 to Present	3
HST 111	American History: Early Settlers to 1877	3
HST 112	American History: 1877 to Present	3
HST 121	African American History: Origins to 1877	3
HST 122	African American History: 1877 to Present	3
HST 130	History of Africa	3
HST 161	Western Civilization: Origins to 1648	3
HST 162	Western Civilization: 1648 to Present	3
LBR 105	Introduction to Labor and Employee Relations	3
POL 101	Introduction to American Government	3
POL 102	Introduction to Comparative Governments and Politics	3

**Transfer Module Social/Behavioral Sciences List B Electives**

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
PSY 110	Introduction to Psychology	3
PSY 200	Abnormal Psychology	3
PSY 205	Child Development	3
PSY 210	Adolescent Development	3
PSY 215	Adult Development	3
PSY 220	Social Psychology	3
PSY 225	Lifespan Development	3
SOC 105	Introduction to Sociology	3
SOC 115	Marriage and the Family	3
SOC 130	Sociology of Aging	3
SOC 140	Sociology of Gender	3

**Transfer Module Arts/Humanities List A Electives**

ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3
COMM 130	Introduction to Film Studies	3
MUS 101	Music History: Middle Ages to Late 19th Century	3
MUS 102	Music History: 20th Century	3
MUS 105	Music History: African-American Music	3
MUS 110	Jazz Appreciation	3
MUS 115	Rock and Pop Music	3
MUS 120	World Music	3
THE 105	Theater Appreciation	3
THE 110	History of Theater	3

**Transfer Module Arts/Humanities List B Electives**

LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 220	Poetry	3
LIT 230	Drama	3
LIT 240	The Novel	3
LIT 251	American Literature to 1865	3

LIT 252	American Literature since 1865	3
LIT 255	African American Literature	3
LIT 261	British Literature: Medieval Period to 1800	3
LIT 262	British Literature: 1800 to Present	3
LIT 265	Shakespeare	3
LIT 270	Children's Literature	3
LIT 280	Science Fiction	3
LIT 285	Women Writers	3
PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3
REL 105	World Religions	3

**Transfer Module Natural/Physical Sciences Electives**

## Recommended:

BIO 111	Biology: Unity of Life	4
BIO 112	Biology: Diversity of Life	4
CHE 105	Chemistry for Consumers	3
CHE 110	Fundamentals of Chemistry	4
CHE 111	Bio-Organic Chemistry	4
CHE 115	General, Organic, and Biological Chemistry	4
EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVS 130	Environmental Science: Ecology and Ecosystems	4
PSC 105	Astronomy	4
PSC 110	Earth Science	4
PSC 115	Energy	3

## Other Options:

BIO 131	Biology 1	5
BIO 132	Biology 2	5
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4
CHE 121	General Chemistry 1	5
& CHE 131	and General Chemistry 1 Lab	
CHE 122	General Chemistry 2	5
& CHE 132	and General Chemistry 2 Lab	
CHE 201	Organic Chemistry 1	5
& CHE 211	and Organic Chemistry 1 Lab	
CHE 202	Organic Chemistry 2	5
& CHE 212	and Organic Chemistry 2 Lab	
PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 152	Physics 2: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5
PHY 202	Physics 2: Calculus-Based	5

**Non Transfer Module Electives****First Year Experience Electives**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**Directed Electives**

ADC 100	Drugs in Society	3
ADC 105	Addiction, Counseling, and Diversity	3
ADC 110	Pharmacology of Addiction	3

ADC 115	Ethics in Addiction Treatment	3	ITP 251	Advanced American Sign Language 1	3
ADC 120	Addiction Screening, Assessment, and Treatment	3	ITP 252	Advanced American Sign Language 2	3
ADC 125	Relapse, Treatment, and Prevention	3	LDR 200	Transformational Leadership in Practice	3
ADC 205	Addiction Studies Practicum	2	LDR 230	Ethical Leadership	2
ART 120	Design History	3	LDR 240	Applied Leadership Theory	3
ART 130	Photography	3	LDR 290	Leadership Capstone	2
ART 141	Drawing 1	3	MAT 105	Quantitative Reasoning	3
ART 142	Drawing 2	3	MAT 115	Pre-Statistics	3
ART 143	Drawing 3	3	MAT 121	Technical Algebra and Geometry with Statistics	3
ART 150	Watercolor	3	MAT 132	Statistics 2	3
ART 161	Sculpture 1	3	MUS 100	Musical Concepts	3
ART 162	Sculpture 2	3	MUS 131	Vocal Ensemble for Mixed Voices 1	1
BIO 210	Cross Sectional Anatomy	2	MUS 132	Vocal Ensemble for Mixed Voices 2	1
BIO 220	Microbiology	3	MUS 133	Vocal Ensemble for Mixed Voices 3	1
BIO 230	Pharmacology	3	MUS 134	Vocal Ensemble for Mixed Voices 4	1
BIO 240	Pathophysiology	3	PHY 150	Introduction to Physics	3
BIO 250	Cell Biology	5	PSY 100	Applied Psychology: Human Relations	3
BIO 260	Genetics	5	PSY 102	Applied Psychology: Stress Management	3
BIO 270	Ecology	5	PSY 105	Psychology of Leadership	4
BIO 275	Animal Behavior	5	PSY 198	First Year Special Topics in Psychology	1-9
COMM 105	Interpersonal Communication	3	REL 110	The Old Testament	3
COMM 115	Introduction to Journalism	3	REL 115	The New Testament	3
COMM 120	Mass Media and Society	3	SOC 200	Race, Ethnicity, and Minorities	3
COMM 205	Small Group Communication	3	SPN 100	Spanish for the Professions	2
COMM 215	Journalism Practicum	2	SPN 101	Elementary Spanish 1	4
CRJ 102	Juvenile Delinquency	3	SPN 102	Elementary Spanish 2	4
CRJ 105	Introduction to Criminal Justice	3	SPN 201	Intermediate Spanish 1	4
CRJ 110	Introduction to Policing	3	SPN 202	Intermediate Spanish 2	4
CRJ 115	Introduction to Corrections	3	SPN 221	Spanish 1 for Business and Finance	4
CRJ 120	Introduction to Courts	3	SPN 222	Spanish 2 for Business and Finance	4
CRJ 125	Criminology	3	SPN 200	Spanish Conversation and Composition	3
CRJ 130	Criminal Investigation Skills	3	SPT 100	Introduction to Sport Management	3
CRJ 135	Criminal Law	3	SPT 105	Sport in Society	3
CULT 110	Social Issues in Technology	3	SPT 110	Principles of Coaching	3
CULT 105	Issues in Human Diversity	3	SPT 115	Ethics in Sport	3
EDU 105	Introduction to Education	3	SPT 120	Sport Marketing	3
EDU 110	Educational Technology	3	SWK 110	Introduction to Social Work	3
EDU 200	Individuals with Exceptionalities	3	SWK 200	Social Welfare Policy	3
EDU 210	Learning in Childhood	3	SWK 205	Case Management for Human Services Professionals	3
ENG 100	English Principles: Grammar and Structure	3	THE 115	Acting	3
ENG 131	Creative Writing: Poetry	3	THE 140	Oral Interpretation of Literature	3
ENG 132	Creative Writing: Fiction	3	THE 240	Performance Practicum	2
ENG 134	Creative Writing: Writing for Children	3			
FRN 101	Elementary French 1	4	<b>Co-Op/Internship Electives</b>		
FRN 102	Elementary French 2	4	HUM 191	Part-Time Cooperative Education 1: Associate of Arts and Sciences	1
FRN 201	Intermediate French 1	4	HUM 192	Part-Time Cooperative Education 2: Associate of Arts and Sciences	1
FRN 202	Intermediate French 2	4	HUM 194	Part-Time Career Education Project 1: Associate of Arts and Sciences	1
ITP 101	Beginning American Sign Language 1	3	HUM 195	Part-Time Career Education Project 2: Associate of Arts and Sciences	1
ITP 102	Beginning American Sign Language 2	3			
ITP 201	Intermediate American Sign Language 1	3			
ITP 202	Intermediate American Sign Language 2	3			

HUM 291	Full-Time Cooperative Education 1: Associate of Arts and Sciences	2
HUM 292	Full-Time Cooperative Education 2: Assoc	2
HUM 294	Internship: Associate of Arts and Sciences	2
HUM 296	Full-Time Career Education Project: Associate of Arts and Sciences	2

## Faculty

### Program Chair

Jen Martin, MA  
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### Co-Op Coordinator

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### Advisors

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Lisa Violand, M.Ed.  
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## Associate of Science (ASCI)

### Associate of Science (ASCI)

The Associate of Science degree is designed for students who plan to transfer into a bachelor's degree program immediately after completing their Cincinnati State degree.

The Associate of Science degree includes the Ohio Transfer Module, which is a core set of general education courses, along with directed electives that allow students to complete the first two years of a four-year degree in a natural sciences or physical sciences field. Working closely with an academic advisor, students customize the curriculum to fit the school and the bachelor's degree program they plan to complete.

Students in the Associate of Science program participate in cooperative education, which offers opportunities for internship or employment in a career-related field. The co-op or internship placement provides practical training and enriches the academic experience.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnatiastate.edu/academics/admission>)

## Associate of Science Degree Requirements

### First Year

Semester 1	Lec	Lab	Credits
FYE 1XX First Year Experience Elective	1	0	1
HUM 190 Career Exploration Seminar: Associate of Arts and Sciences	2	0	2

MAT XXX Transfer Module Mathematics Elective	3	0	3
XXX XXX Transfer Module Natural/ Physical Science List A Elective 1	3	3	4
ENG 101 English Composition 1	3	0	3
<b>Semester 2</b>			
ENG 10X English Composition Elective	3	0	3
XXX XXX Transfer Module Natural/ Physical Science List A Elective 2	3	3	4
XXX XXX Transfer Module Arts/ Humanities List A Elective	3	0	3
XXX XXX Directed Elective 1	3	0	3
<b>Semester 3</b>			
COMM 110 Public Speaking	3	0	3
XXX XXX Transfer Module Social/ Behavioral Science List A Elective	3	0	3
XXX XXX Directed Elective 2	3	0	3
XXX XXX Directed Elective 3	3	0	3
<b>Second Year</b>			
<b>Semester 4</b>			
XXX XXX Transfer Module Mathematics OR Science Elective 1	3	0	3

HUM XXX Co-op/ Internship Elective 1	1	20	1
XXX XXX Transfer Module Arts/ Humanities List B Elective	3	0	3
XXX XXX Directed Elective 4	3	0	3
XXX XXX Directed Elective 5	3	0	3
<b>Semester 5</b>			
HUM XXX Co-op/ Internship Elective 2	1	20	1
XXX XXX Transfer Module Social/ Behavioral Science List B Elective	3	0	3
XXX XXX Transfer Module Mathematics OR Science Elective 2	3	0	3
XXX XXX Directed Elective 6	3	0	3
XXX XXX Directed Elective 7	3	0	3
<b>Total Credits:</b>	<b>62</b>	<b>46</b>	<b>64</b>

Transfer Module Electives must be selected from the corresponding Transfer Module list.

Directed electives may be chosen from the Transfer Module course list **or** from the Directed Elective course list, to coincide with the requirements of the desired transfer school and program. Courses not listed here may be used toward the degree only with the permission of an advisor. Students should consult with an advisor before choosing any directed electives. Additional credits earned in any area will be applied to the directed electives to reach the total credits needed for graduation.

Co-op/Internship Electives **must** be chosen in consultation with a Co-op Coordinator. Students should meet with their Co-op Coordinator one semester prior to the planned Co-op/Internship semester to choose the appropriate route.

**Transfer Module Electives**

<b>English Composition Elective</b>		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
<b>Transfer Module Mathematics Elective</b>		
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5
MAT 131	Statistics 1	3
MAT 215	Business Calculus	6
<b>Transfer Module Social/Behavioral Sciences List A Elective</b>		
GEO 105	World Regional Geography: the Americas, Europe, and Australia	3
GEO 110	World Regional Geography: Asia, Africa, and the Middle East	3
GEO 115	Cultural Geography	3
HST 101	World History: First Civilizations to 1500	3
HST 102	World History: 1500 to Present	3
HST 111	American History: Early Settlers to 1877	3
HST 112	American History: 1877 to Present	3
HST 121	African American History: Origins to 1877	3
HST 122	African American History: 1877 to Present	3
HST 130	History of Africa	3
HST 161	Western Civilization: Origins to 1648	3
HST 162	Western Civilization: 1648 to Present	3
LBR 105	Introduction to Labor and Employee Relations	3
POL 101	Introduction to American Government	3
POL 102	Introduction to Comparative Governments and Politics	3
<b>Transfer Module Social/Behavioral Sciences List B Elective</b>		
ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
PSY 110	Introduction to Psychology	3
PSY 200	Abnormal Psychology	3
PSY 205	Child Development	3
PSY 210	Adolescent Development	3
PSY 215	Adult Development	3
PSY 220	Social Psychology	3
PSY 225	Lifespan Development	3
SOC 105	Introduction to Sociology	3
SOC 115	Marriage and the Family	3
SOC 130	Sociology of Aging	3
SOC 140	Sociology of Gender	3
<b>Transfer Module Arts/Humanities List A Elective</b>		
ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3
COMM 130	Introduction to Film Studies	3



MUS 101	Music History: Middle Ages to Late 19th Century	3
MUS 102	Music History: 20th Century	3
MUS 105	Music History: African-American Music	3
MUS 110	Jazz Appreciation	3
MUS 115	Rock and Pop Music	3
MUS 120	World Music	3
THE 105	Theater Appreciation	3
THE 110	History of Theater	3

**Transfer Module Arts/Humanities List B Elective**

LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 220	Poetry	3
LIT 230	Drama	3
LIT 240	The Novel	3
LIT 251	American Literature to 1865	3
LIT 252	American Literature since 1865	3
LIT 255	African American Literature	3
LIT 261	British Literature: Medieval Period to 1800	3
LIT 262	British Literature: 1800 to Present	3
LIT 265	Shakespeare	3
LIT 270	Children's Literature	3
LIT 280	Science Fiction	3
LIT 285	Women Writers	3
PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3
REL 105	World Religions	3

**Transfer Module Natural/Physical Sciences List A Elective**

BIO 131	Biology 1	5
BIO 132	Biology 2	5
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5
CHE 122 & CHE 132	General Chemistry 2 and General Chemistry 2 Lab	5
CHE 201 & CHE 211	Organic Chemistry 1 and Organic Chemistry 1 Lab	5
CHE 202 & CHE 212	Organic Chemistry 2 and Organic Chemistry 2 Lab	5
PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 152	Physics 2: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5
PHY 202	Physics 2: Calculus-Based	5

**Transfer Module Natural/Physical Sciences Other Elective**

BIO 111	Biology: Unity of Life	4
BIO 112	Biology: Diversity of Life	4
CHE 105	Chemistry for Consumers	3
CHE 110	Fundamentals of Chemistry	4
CHE 111	Bio-Organic Chemistry	4
CHE 115	General, Organic, and Biological Chemistry	4
EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4

EVS 130	Environmental Science: Ecology and Ecosystems	4
PSC 105	Astronomy	4
PSC 110	Earth Science	4
PSC 115	Energy	3

**Non Transfer Module Electives****First Year Experience Elective**

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

**Directed Electives**

ADC 100	Drugs in Society	3
ADC 105	Addiction, Counseling, and Diversity	3
ADC 110	Pharmacology of Addiction	3
ADC 115	Ethics in Addiction Treatment	3
ADC 120	Addiction Screening, Assessment, and Treatment	3
ADC 125	Relapse, Treatment, and Prevention	3
ADC 205	Addiction Studies Practicum	2
ART 120	Design History	3
ART 130	Photography	3
ART 141	Drawing 1	3
ART 142	Drawing 2	3
ART 143	Drawing 3	3
ART 150	Watercolor	3
ART 161	Sculpture 1	3
ART 162	Sculpture 2	3
BIO 115	Human Genetics	3
BIO 117	Human Body in Health and Disease	3
BIO 210	Cross Sectional Anatomy	2
BIO 220	Microbiology	3
BIO 230	Pharmacology	3
BIO 240	Pathophysiology	3
BIO 250	Cell Biology	5
BIO 260	Genetics	5
BIO 270	Ecology	5
BIO 275	Animal Behavior	5
COMM 105	Interpersonal Communication	3
COMM 115	Introduction to Journalism	3
COMM 120	Mass Media and Society	3
COMM 205	Small Group Communication	3
COMM 215	Journalism Practicum	2
CRJ 102	Juvenile Delinquency	3
CRJ 105	Introduction to Criminal Justice	3
CRJ 110	Introduction to Policing	3
CRJ 115	Introduction to Corrections	3
CRJ 120	Introduction to Courts	3
CRJ 125	Criminology	3
CRJ 130	Criminal Investigation Skills	3
CRJ 135	Criminal Law	3
CULT 105	Issues in Human Diversity	3
CULT 110	Social Issues in Technology	3

EDU 105	Introduction to Education	3
EDU 110	Educational Technology	3
EDU 200	Individuals with Exceptionalities	3
EDU 210	Learning in Childhood	3
ENG 100	English Principles: Grammar and Structure	3
ENG 131	Creative Writing: Poetry	3
ENG 132	Creative Writing: Fiction	3
ENG 134	Creative Writing: Writing for Children	3
FRN 101	Elementary French 1	4
FRN 102	Elementary French 2	4
FRN 201	Intermediate French 1	4
FRN 202	Intermediate French 2	4
ITP 101	Beginning American Sign Language 1	3
ITP 102	Beginning American Sign Language 2	3
ITP 201	Intermediate American Sign Language 1	3
ITP 202	Intermediate American Sign Language 2	3
ITP 251	Advanced American Sign Language 1	3
ITP 252	Advanced American Sign Language 2	3
LDR 200	Transformational Leadership in Practice	3
LDR 230	Ethical Leadership	2
LDR 240	Applied Leadership Theory	3
LDR 290	Leadership Capstone	2
MAT 105	Quantitative Reasoning	3
MAT 115	Pre-Statistics	3
MAT 121	Technical Algebra and Geometry with Statistics	3
MAT 132	Statistics 2	3
MUS 100	Musical Concepts	3
MUS 131	Vocal Ensemble for Mixed Voices 1	1
MUS 132	Vocal Ensemble for Mixed Voices 2	1
MUS 133	Vocal Ensemble for Mixed Voices 3	1
MUS 134	Vocal Ensemble for Mixed Voices 4	1
PHY 150	Introduction to Physics	3
PSY 100	Applied Psychology: Human Relations	3
PSY 102	Applied Psychology: Stress Management	3
PSY 105	Psychology of Leadership	4
PSY 198	First Year Special Topics in Psychology	1-9
REL 110	The Old Testament	3
REL 115	The New Testament	3
SOC 200	Race, Ethnicity, and Minorities	3
SPN 100	Spanish for the Professions	2
SPN 101	Elementary Spanish 1	4
SPN 102	Elementary Spanish 2	4
SPN 200	Spanish Conversation and Composition	3
SPN 201	Intermediate Spanish 1	4
SPN 202	Intermediate Spanish 2	4
SPN 221	Spanish 1 for Business and Finance	4
SPN 222	Spanish 2 for Business and Finance	4
SPT 100	Introduction to Sport Management	3
SPT 105	Sport in Society	3
SPT 110	Principles of Coaching	3
SPT 115	Ethics in Sport	3
SPT 120	Sport Marketing	3
SWK 110	Introduction to Social Work	3
SWK 200	Social Welfare Policy	3
SWK 205	Case Management for Human Services Professionals	3
THE 115	Acting	3
THE 140	Oral Interpretation of Literature	3
THE 240	Performance Practicum	2
<b>Co-Op/Internship Electives</b>		
HUM 191	Part-Time Cooperative Education 1: Associate of Arts and Sciences	1
HUM 192	Part-Time Cooperative Education 2: Associate of Arts and Sciences	1
HUM 194	Part-Time Career Education Project 1: Associate of Arts and Sciences	1
HUM 195	Part-Time Career Education Project 2: Associate of Arts and Sciences	1
HUM 291	Full-Time Cooperative Education 1: Associate of Arts and Sciences	2
HUM 292	Full-Time Cooperative Education 2: Assoc	2
HUM 294	Internship: Associate of Arts and Sciences	2
HUM 296	Full-Time Career Education Project: Associate of Arts and Sciences	2

## Faculty

### Program Chair

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## Early Childhood Education (ECE)

### Early Childhood Education (ECE)

The Early Childhood Education program at Cincinnati State prepares graduates for employment in a variety of early childhood settings. Students who complete the program earn an Associate of Applied Science degree, and are eligible to apply for the Pre-Kindergarten Associate Teacher License offered by the Ohio Department of Education.

The William L. Mallory Early Learning Center on the Cincinnati State Clifton Campus provides outstanding childcare and also serves as a learning lab for students earning the Early Childhood Education degree.

Graduates of the Early Childhood Education program are prepared to move directly into related employment opportunities or to transfer to a bachelor's degree program in a related field.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Early Childhood Education (ECE)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
MAT XXX	Math Elective ( G )	3	0	3
EDU 105	Introduction to Education ( B )	3	0	3
ECE 145	The Developing Child ( B )	3	0	3
PSY 110	Introduction to Psychology ( G )	3	0	3
Semester 2				
ECE 160	Assessment and Observation in Early Childhood Education ( B )	3	0	3
ECE 180	Infant and Toddler Environments ( T )	3	3	4
ECE 155	Health, Safety, and Nutrition in Childhood ( B )	3	0	3
ECE 175	Family, Community, and Schools ( B )	3	0	3
EDU 110	Educational Technology ( T )	2	2	3
Semester 3				
ECE 185	Creative Learning Environments ( T )	4	0	4
ECE 215	Classroom Management and Guidance ( T )	3	0	3
ECE 220	Preschool and School Age Environments ( T )	3	3	4
ECE 165	Emergent Literacy ( T )	3	0	3
ENG 10X	English Composition Elective ( G )	3	0	3
Semester 4				
EDU 210	Learning in Childhood ( T )	3	0	3
ECE 230	Administration and Leadership in Early Childhood Education ( T )	3	0	3
ECE 290	Student Teaching in Early Childhood Education ( T )	1	14	3
EDU 200	Individuals with Exceptionalities ( T )	3	0	3

XXX XXX	3	2	4
Science Elective ( G )			
Total Credits:	59	24	65

## Electives

### First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3

### Math Elective

MAT 105	Quantitative Reasoning	3
MAT 111	Business Mathematics	3

### Science Elective

BIO 111	Biology: Unity of Life	4
EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVS 130	Environmental Science: Ecology and Ecosystems	4
PSC 105	Astronomy	4
PSC 110	Earth Science	4

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Faculty

### Program Chair/ Advisor

Professor Sandra Owen, M.Ed.  
sandra.owen@cincinnati.edu

## Human Services Certificate (HSC)

### Human Services Certificate (HSC)

The Human Services certificate increases the competitiveness of the student's or graduate's resume. The certificate demonstrates student versatility and breadth of knowledge regarding theoretical perspectives, skills, and competencies needed to enter one of many helping professions, such as Social Work, Criminal Justice, Child Welfare, Psychology, Human Services, or Addiction Treatment and Counseling.

The certificate program, along with an Associate of Arts degree, maximizes student employability and provides a strong foundation for seeking a bachelor's degree in a human services field.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

## Human Services Certificate (HSC)

Semester 1		Lec	Lab	Credits
ADC 100	Drugs in Society	3	0	3
ENG 101	English Composition 1	3	0	3
SOC 105	Introduction to Sociology	3	0	3
Semester 2				
ENG 102	English Composition 2: Contemporary Issues	3	0	3
PSY 110	Introduction to Psychology	3	0	3
SWK 110	Introduction to Social Work	3	0	3
Semester 3				
COMM 110	Public Speaking	3	0	3
SOC 200	Race, Ethnicity, and Minorities	3	0	3
SWK 200	Social Welfare Policy	3	0	3
Semester 4				
SWK 205	Case Management for Human Services Professionals	3	0	3
SWK 215	Human Services Practicum	1	7	2
XXX XXX	Social Science Elective			3
Total Credits:		31	7	35

## Electives

### Social Science Elective

CRJ 102	Juvenile Delinquency	3
CRJ 105	Introduction to Criminal Justice	3
SOC 130	Sociology of Aging	3

## Faculty

### Program Advisor

Dr. Heather Hatchett, PhD  
heather.hatchett@cincinnati.edu

# Interpreter Training Program & Deaf Studies Certificate (ITP & DSC)

## Interpreter Training Program (ITP)

The Interpreter Training Program at Cincinnati State is a stepping stone toward competency in the field of sign language interpreting, including extensive coursework in American Sign Language (ASL) and Deaf Studies. The combination of classroom instruction, experiential and self-directed growth, and community involvement creates a rich

learning environment. Program graduates earn an Associate of Applied Science degree.

Interpreting between ASL and English is a challenging and complex task. Students learning the profession must develop fluency in a language that is different from spoken languages. Once fluency is achieved, students must develop the skills to facilitate communication quickly and accurately between the two languages.

The skills required for success in Interpreter Training cannot be mastered through classroom attendance alone. Students must devote a great deal of time to study, practice, skill development, observation, and community involvement.

To complete the degree program successfully, students must be able to comprehend, write, and speak in English fluently.

## Deaf Studies Certificate (DSC)

The Deaf Studies certificate enables students to learn about sign language and Deaf culture in order to be involved as an advocate or signer, but not as a paid professional interpreter.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Interpreter Training Program (ITP)

**Program Prerequisite:** ITP 101 Beginning American Sign Language 1 and ITP 102 Beginning American Sign Language 2 and ITP 140 Fingerspelling and Numbers or ITP Program Chair consent.

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
FYE 1XX	First Year Experience Elective ( B )	1	0	1
ITP 201	Intermediate American Sign Language 1 ( B )	3	1	3
ITP 125	Deaf Culture and History ( B )	2	0	2
ITP 120	Psychosocial Aspects of Deafness ( B )	2	0	2
Semester 2				
PSY 110	Introduction to Psychology ( G )	3	0	3
ITP 202	Intermediate American Sign Language 2 ( B )	3	1	3
ITP 135	Introduction to the Interpreting Profession ( B )	2	0	2
ITP 130	Legal Issues of Deafness ( B )	1	0	1
ENG 1XX	English Composition Elective ( G )	3	0	3
Semester 3				
ITP 220	Educational Interpreting ( B )	2	0	2
ITP 230	Intermediate Assessment ( B )	1	0	1

MAT 1XX Mathematics Elective (G)		3	2	3
XXX XXX Arts/ Humanities Elective (G)		3	0	3
ITP XXX Interpreting Elective (B)		2	0	2
<b>Semester 4</b>				
ITP 251	Advanced American Sign Language 1 ( T)	3	1	3
ITP 261	Advanced Interpreting 1: Sign to Voice ( T)	3	0	3
ITP 250	Interactive Interpreting ( T)	3	0	3
ITP 270	Transliterating ( T)	3	0	3
<b>Semester 5</b>				
ITP 252	Advanced American Sign Language 2 ( T)	3	1	3
ITP 265	Interpreting in Specialized Settings ( T)	3	0	3
ITP XXX Interpreting Practicum 1 Option (T)		2	10	3
<b>Semester 6</b>				
ITP 262	Advanced Interpreting 2: Sign to Voice ( T)	3	0	3
ITP 280	Interpreter Professionalism ( T)	2	0	2
ITP XXX Interpreting Practicum 2 Option (T)		2	10	3
ITP 275	Interpreting in Medical Settings ( T)	2	0	2
Total Credits:		63	26	65

## Electives

### English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

### Interpreting Elective

ITP 205	Performance Interpreting	2
ITP 210	Deaf-Blind Interpreting	2
ITP 215	Religious Interpreting	2
ITP 225	Vocabulary Building	2

### Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130	3
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### Mathematics Elective

MAT 111	Business Mathematics	3
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MAT 131	Statistics 1	3
MAT 151	College Algebra	4

### Interpreting Practicum Options (6 credits of practicum required)

ITP 191	ITP Limited Practicum 1	1
ITP 192	ITP Limited Practicum 2	1
ITP 193	ITP Limited Practicum 3	1
ITP 194	ITP Limited Practicum 4	1
ITP 195	ITP Limited Practicum 5	1
ITP 196	ITP Limited Practicum 6	1
ITP 291	ITP Parallel Practicum 1	2
ITP 292	ITP Parallel Practicum 2	2
ITP 293	ITP Parallel Practicum 3	2
ITP 294	Educational Interpreting Practicum	2
ITP 295	ITP General Practicum 1	3
ITP 296	ITP General Practicum 2	3

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Deaf Studies Certificate (DSC)

		Lec	Lab	Credits
<b>Semester 1</b>				
ITP 102	Beginning American Sign Language 2	3	1	3
ITP 120	Psychosocial Aspects of Deafness	2	0	2
ITP 125	Deaf Culture and History	2	0	2
ITP 140	Fingerspelling and Numbers	2	0	2
<b>Semester 2</b>				
ITP 130	Legal Issues of Deafness	1	0	1
ITP 135	Introduction to the Interpreting Profession	2	0	2
ITP 201	Intermediate American Sign Language 1	3	1	3
<b>Semester 3</b>				
ITP 202	Intermediate American Sign Language 2	3	1	3
ITP 220	Educational Interpreting	2	0	2
ITP XXX Interpreting Elective 1				2
ITP XXX Interpreting Elective 2				2
Total Credits:		20	3	24

**Program Prerequisite:** Prior to enrolling in ITP 102 Beginning American Sign Language 2, students must complete ITP 101 Beginning American Sign Language 1 (or program chair consent)

## Electives

### Interpreting Elective

ITP 205	Performance Interpreting	2
ITP 210	Deaf-Blind Interpreting	2
ITP 215	Religious Interpreting	2

## Faculty

### Program Chair/Advisor

Dawn Caudill, CI, CT, NAD5  
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### Other Full-time Faculty

Anthony Merchinsky, BS  
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# Leadership Certificate

## Leadership Certificate (LDRC)

The Leadership Certificate complements many degree programs. Students develop skills that apply to leadership positions in a variety of work and community environments, including skills in communication, small group facilitation, critical analysis, and problem solving.

Students who complete the Leadership Certificate gain knowledge of their own leadership styles, abilities, and outcomes through classroom activities as well as real-world leadership experiences.

## Leadership Certificate (LDRC)

### First Year

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1	3	0	3
FYE 110	Community College Experience	3	0	3
XXX-XXX		3	0	3
Leadership Skills Elective 1				
Semester 2				
PSY 105	Psychology of Leadership	2	4	4
XXX-XXX		3	0	3
Leadership Skills Elective 2				
XXX-XXX		3	0	3
Communication Elective				
Semester 3				
LDR 200	Transformational Leadership in Practice	2	2	3
XXX-XXX		3	0	3
Leadership Skills Elective 3				
XXX-XXX		3	0	3
Leadership Theory Elective				

### Semester 4

LDR 230	Ethical Leadership ( Ethical Leadership)	2	0	2
LDR 290	Leadership Capstone ( Leadership Capstone)	2	0	2
XXX-XXX		3	0	3
Leadership Skills Elective 4				
Total Credits:		32	6	35

## Electives

### Communication Elective

COMM 105	Interpersonal Communication (Communication Competency)	3
COMM 110	Public Speaking	3
COMM 205	Small Group Communication	3
NDR 100	Introduction to Negotiation and Dispute Resolution	3

### Leadership Theory Elective

LDR 240	Applied Leadership Theory	3
MGT 220	Leadership	3

### Leadership Skills Electives (12 credit hours required) <sup>1</sup>

ADC 100	Drugs in Society	3
COMM 105	Interpersonal Communication (if not used for Communication Competency)	3
COMM 110	Public Speaking (if not used for Communication Competency)	3
COMM 205	Small Group Communication (if not used for Communication Competency)	3
CRJ 105	Introduction to Criminal Justice	3
CULT 105	Issues in Human Diversity	3
CULT 110	Social Issues in Technology	3
ECE 175	Family, Community, and Schools	3
EDU 105	Introduction to Education	3
FST 210	Crew Resource Management	2
FYE 298	Second Year Special Topics in First Year Experience	1-9
FYE 299	Second Year Independent Project in First Year Experience	1-9
HFT 130	Foundations of Health and Wellness Programs	3
HIM 105	Legal Aspects of Health Information Management	2
HIM 200	Health Information Management Strategies	3
HRM 115	Rooms Division Management	4
IM 175	Administrative Office Management	3
LAW 101	Business Law	3
LAW 110	Employment Law	3
LBR 105	Introduction to Labor and Employee Relations	3
LDR 198	First Year Special Topics in Leadership	3
LDR 298	Second Year Special Topics in Leadership	3
LH 240	Landscape Management	3
LH 255	Golf Course and Athletic Field Management	3
LH 260	Athletic Field Management	3



MCH 108	Professionalism in Healthcare	3
MCH 114	Law and Ethics for Healthcare	2
MCH 116	Cultural Competency for Health and Public Safety Professions	3
MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 130	Project Management	3
MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3
NDR 100	Introduction to Negotiation and Dispute Resolution (if not used for Communication Competency)	3
PHI 110	Ethics	3
PST 130	Public Safety Communication Practices	3
PSY 100	Applied Psychology: Human Relations	3
PSY 110	Introduction to Psychology	3
PSY 220	Social Psychology	3
PSY 298	Second Year Special Topics in Psychology	1-9
SOC 200	Race, Ethnicity, and Minorities	3
SPT 115	Ethics in Sport	3
SPT 105	Sport in Society	3

<sup>1</sup> Students choose electives in consultation with Certificate Chair/Advisor. Other courses may be substituted with prior consent of Chair/Advisor.

## Faculty

### Chair

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Juliann Young, PhD  
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## College-Wide Graduation Requirements

Students seeking the Associate of Arts (AA) or Associate of Science (AS) degree must meet the general education requirements for the degrees as published in the Humanities and Sciences (p. 129) section of this catalog.

As part of the graduation requirements for the Associate of Applied Business (AAB), Associate of Applied Science (AAS), Associate of Individualized Study (AIS), and Associate of Technical Study (ATS) degrees, a student must complete at least 15 credit hours in general education areas, distributed as follows:

Communication Skills	6 credits
Arts/Humanities, Natural Sciences, and Social Sciences	6 credits
Mathematics	3 credits

### Communication Skills - 6 credits

department	department code
6 credits Written Communication	department code ENG

### Arts/Humanities, Natural Sciences, Social Sciences - 6 credits selected from two of these areas:

#### Arts/Humanities, including:

department	department code
Art	department code ART <sup>2</sup>
Communication	department code COMM <sup>1</sup>
Culture Studies	department code CULT
Foreign Languages	department code FRN,SPN
Literature	department code LIT
Music	department code MUS <sup>2</sup>
Philosophy	department code PHI
Religion	department code REL
Theatre	department code THE <sup>2</sup>

<sup>1</sup> Excluding COMM 110

<sup>2</sup> Excluding studio or performance-based courses.

#### Natural Sciences, including:

department	department code
Biology	department code BIO
Chemistry	department code CHE
Environmental Science	department code EVS
Physics	department code PHY
Physical Science	department code PSC

#### Social/Behavioral Sciences, including:

department	department code
Economics	department code ECO
Geography	department code GEO
History	department code HST
Labor Relations	department code LBR
Political Science	department code POL
Psychology	department code PSY
Sociology	department code SOC

### Mathematics - 3 credits

department	department code
3 credits Mathematics	department code MAT

Students seeking an AAB, AAS, or ATS degree should consult the curriculum for their program, as published in this catalog, to determine how the general education requirements should be met.

- Individual degree programs may require students to complete program-specified general education courses, or may permit students to choose some general education elective courses.
- Transfer credit for social science or humanities courses completed at another institution, in disciplines not listed above, may be applied toward Cincinnati State graduation requirements with the program chair's permission.

Students seeking an AIS degree or an ATS degree not published in this catalog must meet general education requirements established for the specific degree program.

## Program Graduation Requirements (Degree Audit Curriculum)

Requirements for each degree and certificate program at Cincinnati State are published each year in this catalog. Students are expected to fulfill the requirements in effect for the catalog year they are admitted to the program. This set of requirements may be referred to as the student's Academic Evaluation or Degree Audit curriculum.

Students readmitted to the College after an absence of one year or more are expected to fulfill the requirements in effect at the time of readmission.

In situations where coursework is five years old or older, or where requisite skills may have been lost, courses previously taken are subject to review by the program chair and dean. Those courses reviewed that do not meet current program requirements and standards will not count toward degree or certificate requirements.

Students should consult with their program chair or academic advisor to discuss any changes made to program requirements that could affect progress toward completing their degree or certificate program.

## First Year Experience (FYE) Requirement

All Cincinnati State students who enroll in a degree program are required to complete a First Year Experience (FYE) course: FYE 100 College Survival Skills (placement into ENG 101 is required); FYE 105 College Success Strategies; or FYE 110 Community College Experience.

FYE courses introduce students to the college experience and to Cincinnati State's expectations and resources for new students, as well as college and life success skills. Students should work closely with an academic advisor to determine the appropriate course in which to enroll.

The FYE course must be completed as part of the first semester of classes taken at Cincinnati State. Students in the Cincinnati State Honors Program fulfill the FYE course requirement by completing HNR 100 Orientation to Honors.

Some certificate programs also require students to complete an FYE course. Each certificate program that requires completion of an FYE course is indicated in the curriculum published in this catalog.

Degree-seeking or certificate-seeking students who have already successfully completed 12 or more semester credits of college-level courses at another college or university and have received Cincinnati State transfer credit for these courses are not required to complete an FYE course.

## The Honors Program

The Cincinnati State Honors Program supports the College goal of serving all aspects of the community by offering enhanced learning opportunities to academically talented, highly motivated students. The Honors Program curriculum complements existing degree programs;

students can take Honors sections of many required courses. The Honors Program strives to establish an intellectual community among students and faculty by providing challenging coursework, academic enrichment activities, academic honors advising, and opportunities for student involvement. Honors Program graduates receive recognition at commencement and on their diploma and transcripts.

The Honors Program is open to full-time and part-time admitted degree-seeking students in all divisions of the College who meet the entry criteria listed below. Students are first admitted to a degree program and then to the Honors Program. All Honors Program students must take HNR 100 Orientation to Honors, as a prerequisite to or concurrent with other Honors classes.

Students accepted into the Honors Program who begin at Cincinnati State in the Fall Semester are eligible to apply for an Honors Program scholarship.

In addition to HNR 100 Orientation to Honors courses regularly offered as part of the Honors Program include:

BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4
COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3
ENG 101	English Composition 1	3
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
HST 111	American History: Early Settlers to 1877	3
HST 112	American History: 1877 to Present	3
HNR 198	First Year Special Topics in Honors Program	1-9
LAW 101	Business Law	3
LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 240	The Novel	3
LIT 285	Women Writers	3
PHI 105	Introduction to Philosophy	3
PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

For more information, contact Dr. Andrea Leslie, Honors Chair, (513) 569-1646, or visit the Honors Program (<http://www.cincinnati-state.edu/real-world-academics/honors-experience-at-cincinnati-state/honors-experience-at-cincinnati-state/?searchterm=honors>) page on the College website.

The entry criteria for the Honors Program include:

1. New student, entering Cincinnati State directly from high school:
  - Must have appropriate scores on the College placement/assessment test, and at least one of the following:
  - High school GPA of 3.25 or higher
  - High school rank in top 20%
  - ACT score of 26
2. New student, entering Cincinnati State five or more years after high school: Must have appropriate scores on the College placement/assessment test
3. Current student: college GPA of 3.25 after 12 academic credits

4. Transfer student: college GPA of 3.25 after 12 academic credits

All students applying for the Honors Program must submit two letters of recommendation from persons familiar with their academic potential and performance in a teaching/learning environment.

## Academic Foundations

Academic Foundations courses are available for students whose placement test scores indicate a need for additional preparation in the areas of reading, writing, and/or math skills before entering their program of study. Typically, students complete Academic Foundations courses prior to taking core courses in their degree program. However, in some cases, Academic Foundations courses can be taken in conjunction with program-level coursework. Students who need foundations courses are assigned a pre-technical or pre-major advisor. The advisor assists students in selecting appropriate coursework and monitors the progress of each student toward meeting program admission requirements.

Courses in study skills are also available. These courses provide students with important college success skills such as taking tests, managing time, using the library, and taking notes. In addition, a computer learning laboratory and tutoring services are provided free of charge when extra help is needed.

Courses with the department code AFL (Academic Foundations - Language), AFM (Academic Foundations - Math) or ESL (English as a Second Language) are counted in the total number of attempted hours on student transcripts, but they are not used to calculate a student's grade point average (GPA). Even though these grades do not affect the GPA, they can affect financial aid eligibility. Academic Foundations courses cannot be counted toward graduation.

The following Academic Foundations courses are offered regularly:

AFL 080	Fundamentals of College Reading and Writing	5
AFL 085	Applications of College Reading and Writing	5
AFM 091	Pre-Algebra	2
AFM 092	Introductory Algebra	3
AFM 094	Basic Algebra	3
AFM 097	Intermediate Algebra	3
ESL 051	English as a Second Language Level 1	4
ESL 052	English as a Second Language Level 2	4
ESL 055	English as a Second Language: Grammar	2
ESL 060	English as a Second Language: Pronunciation	2

Students may be advised to take other foundations courses not listed above to meet specific program preparation needs.

The Academic Foundations program also offers a Learning Lab in Rooms 254 and 258 of the Main Building (Clifton Campus). This computer laboratory provides students the opportunity to use supplemental instructional materials to sharpen their basic skills while reinforcing their ability to learn independently.

## ESL Courses

International students who successfully complete courses in English as a Second Language (ESL) are considered to have completed

Academic Foundations writing and reading courses. Additional foundations writing and reading courses are not required.

## Success Center

Individual or group tutoring is available to Cincinnati State students in a variety of subject areas and is free of charge. Instruction is provided by qualified faculty or by student tutors who are recommended by faculty. All tutors receive training in methods, policies, and practices aimed at promoting independent learning. Students may request a tutor through the Success Center (<http://www.cincinnati-state.edu/real-world-academics/student-services/tutoring-services?searchterm=tutoring>) in Room 261 of the Main Building (Clifton Campus). Tutoring appointments can also be requested online after logging in to MyCState. Drop-in tutoring and tutoring by appointment are available for students who need assistance. The Success Center has two locations on the Clifton Campus: Main Building, Room 261 and ATLC Building, Room 105.

## Writing Center

The Writing Center (<http://www.cincinnati-state.edu/real-world-academics/student-services/writing-center>) in Room 235 of the Main Building (Clifton Campus) offers instructional support at no charge to any Cincinnati State student whose coursework includes written assignments. Tutors are qualified, experienced writing instructors. Tutors are available by appointment, on a walk-in basis, or online to provide guidance to students in all facets of the writing process.

## Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, other faculty members, and some staff members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

## Distance and Online Learning

### Online Learning and Weekend Classes

Visit [www.cincinnati-state.edu/online](http://www.cincinnati-state.edu/online) on the Cincinnati State website for the most current information about online learning.

Cincinnati State currently offers over 200 courses either totally or partially online. Online learning courses at Cincinnati State offer students a choice in how to complete coursework.

- Totally online courses (marked WEB on course schedules) have no on-campus meetings.
- Partially online courses (marked HYB on course schedules) have most of the educational activities occur online, but also include some required on-campus meetings.

Either choice gives students flexibility to include college classes with a busy lifestyle.

## Success in Online Learning

Successful online students exhibit the following traits:

- self-disciplined
- self-motivated
- good time management skills
- independent learners
- effective readers and writers
- effective problem solvers

Success in online classes also requires students to be comfortable using basic features and functions of a computer such as:

- sending and receiving email
- downloading software
- successfully attaching and sending documents
- resolving simple technology issues
- using word processing software

Some online courses require students to use other computer skills also.

## Online Learning Definitions

**Online/web-based (virtual):** Courses that contain all online activities, with no scheduled campus meetings. However, in some online courses, students may be required to take tests on campus, or at a specially-arranged proctored location. These classes are identified in the registration process with the code WEB.

**Hybrid:** Courses that contain more than 70% online activities and also require regularly-scheduled on-campus meetings, which could include (for example) completing lab activities or delivering speeches. Testing may occur online, on campus, or at specially-arranged proctored sites. These classes are identified in the registration process with the code HYB.

**Web-enhanced:** Courses that are delivered primarily on-campus with required in-person attendance, but have some assignments, activities, discussions, and/or testing available online. These courses are not considered online learning courses.

## Orientation for Cincinnati State Online Courses

Cincinnati State offers an Online Orientation Workshop for students considering this delivery method. The workshop includes online activities that students work on at their own pace, and should take about one to three hours to complete. For instructions on how to enroll, go to Online Orientation Workshop (<https://www.cincinnatistate.edu/contact-us/campuses/online/orientation>) on the College website. After enrolling in the workshop, you will:

- use the Blackboard online course delivery tools
- identify policies and procedures that apply to online students
- use College resources that support online students
- recognize characteristics of successful online students

## Taking Exams in Online Courses

In some online courses students may be allowed to take exams and quizzes online. However, some online learning courses may require students to come to campus for testing, or find a qualified proctor or testing center. External proctors must sign an agreement with the College in order to proctor an exam. Contact your instructor for further information.

## Student Support Services for Online Learning

**Library:** The electronic resources available through the Johnnie Mae Berry Library and OhioLINK are licensed resources available to students on campus, and students completing their coursework online, at a distance.

Students wishing to use the library and its resources, including the electronic resources, must have a SurgeCard, Cincinnati State's identification card. The SurgeCard also allows students to borrow books from college and university libraries that are part of the OhioLINK system. Students can obtain a SurgeCard from the Office of Student Activities, ATLC Room 204 (Clifton Campus). Online students who cannot come to campus may contact Student Activities at (513) 569-5747 for additional information.

**Bookstore:** Cincinnati State's Follett Bookstore provides online access to order books, supplies, and materials. Students may order textbooks and merchandise from the bookstore's website, [www.cincinnatistate.edu/on-campus/bookstore](http://www.cincinnatistate.edu/on-campus/bookstore). Online students may have materials shipped to them, or if they are near the campus, may pick up materials at the bookstore.

Many Cincinnati State instructors use customized versions of textbooks which are not available at other online retailers. Cincinnati State's bookstore is the only place to obtain these materials. Check with your instructor to determine if there are customized materials that should be purchased.

**Technical Help Desk:** The College Help Desk can assist online students with technical problems related to their online learning courses. Live Help Desk assistance is available at (513) 569-1234 during the following times:

Monday through Thursday - 7 a.m to 11 p.m.  
Friday - 7 a.m. to 7 p.m.  
Saturday - 7 a.m. to 2:30 p.m.

Email assistance is available 24/7 at [itshelpdesk@cincinnatistate.edu](mailto:itshelpdesk@cincinnatistate.edu). Students using the Helpdesk email can expect a response within 24 hours.

**Academic Advising for Online Students:** At Cincinnati State, students are assigned an academic advisor based on their program choice. Advisors for online students are the same as those advising students who complete non-online classes. Students should touch base frequently with their advisor—in person, by email, or via phone—to ensure success in achieving academic goals. Students may contact their academic advisor by calling (513) 569-1552 or through their division office.

**Registration:** Registration for all Cincinnati State courses is available online. For available online courses, use your Cincinnati State login to view courses on MyServices. Online courses are noted in registration



information with the codes WEB (fully-online course) or HYB (hybrid course). Online students are encouraged to view the comments section for each hybrid course for information about required on-campus meetings.

**Cost for online courses:** Tuition for online courses is the same as on-campus courses. Web-based courses are assessed an additional fee of ten dollars (\$10) per credit hour.

**How to get started:** Applying for admission to Cincinnati State to take online classes is easy and convenient. The admission process is completely online and open to everyone. The admissions process is the same for students taking online courses and those taking traditional courses.

To begin your application, visit the Admission Overview (<http://www.cincinnati.edu/admission-financial-aid/admissions/admission-process>) page on the College website.

## Programs and Courses

The following associate's degree programs and certificate programs are available via online delivery. Speak with your academic advisor to answer any questions you may have regarding online learning programs.

### Business Division

#### Associate Degrees

Accounting Technology  
 Administrative Assistant  
 Financial Services  
 Hospitality Management (ServSafe certification is required, which is obtained by taking course HRM 105, Food Service Sanitation, on campus. Students who provide a ServSafe Certificate of Certification to their advisor will not have to take HRM 105 on campus.)  
 Legal Administrative Assistant  
 Medical Administrative Assistant  
 Pre-Business Administration (Students should consult with their advisor to ensure math courses will transfer.)

#### Certificates

Accounting Certificate  
 Computer Applications  
 Financial Planning  
 Virtual Assistant (For online completion of IM 155, Emerging Technologies and Social Media, students must purchase Dragon voice recognition software.)

### Center for Innovative Technologies

#### Associate Degree

Computer Programming and Database Management

#### In collaboration with Health and Public Safety

Health Information Technology - Health Informatics Major  
 Health Information Technology - Healthcare Programming and Analysis Major

#### Certificate

Advanced Surveying Certificate

## Health and Public Safety

### Associate Degrees

Health Information Management  
 Public Safety Technology

### Certificates

Coding Specialist Certificate  
 Health and Fitness Special Populations Certificate  
 Homeland Security Certificate

### Weekend Classes

Cincinnati State schedules a range of classes on weekends. For selected associate's degree and certificate programs, the College provides opportunities for students to complete their programs with all classes scheduled in a combination of weekend and evening classes, or a combination of weekend and online classes. Students seeking more information about possible weekend classes should contact the academic division that offers the program of interest.

## Courses Available for Credit by Cincinnati State Exam (Test Out)

For additional information on earning credit through internal exams, see "Advanced Standing Credit (p. 177)" in the Academic Policies and Procedures section of this catalog.

### Business Technologies

No test outs offered

### Center for Innovative Technologies

Course	Course Title	Monitor
BMT 151	Biomedical Instrumentation 1	R. Whaley
BMT 252	Biomedical Instrumentation 2	R. Whaley
EET 101	Electronic Fundamentals 1	R. Whaley
EET 121	Digital Systems 1	R. Whaley
EET 122	Digital Systems 2	R. Whaley
EET 131	Circuit Analysis 1	R. Whaley
EET 132	Circuit Analysis 2	R. Whaley
EET 220	Microprocessor Systems	R. Whaley
EET 251	Electronics	R. Whaley
MET 111	Manufacturing Processes 1	M. DeVore
MET 131	MET Computer Aided Drafting 1	M. DeVore

### Health and Public Safety

Course	Course Title	Monitor
HIM 105	Legal Aspects of Health Info. Mgmt.	C. Kneip
HIM 115	Clinical Abstracting of Health Data	C. Kneip

HIM 125	CPT Coding	C. Kneip
HIM 205	ICD-10-CM and ICD-10-PCS Coding	C. Kneip
MCH 100	Healthcare Informatics	D. Robinson
MCH 101	Medical Terminology 1	D. Robinson
MCH 102	Medical Terminology 2	D. Robinson
MCH 104	Accelerated Medical Terminology	D. Robinson
MCH 110	Orientation to Health Records	D. Robinson
MCH 120	Health Unit Coordinator Training	D. Robinson
MCH 188	Patient Care Skills	D. Robinson

## Humanities and Sciences

Course	Course Title	Monitor
ECO 105	Principles of Microeconomics	S. Salehi
ECO 110	Principles of Macroeconomics	S. Salehi
ENG 101	English Composition	G. Woolf
ENG 104	Composition and Technical Communication	G. Woolf
ENG 105	Composition and Business Communication	G. Woolf
LBR 105	Introduction to Labor & Employee Relations	P. Davis
PSY 110	Introduction to Psychology	H. Hatchett
SOC 105	Introduction to Sociology	J. Young
SOC 115	Marriage and the Family	J. Young
SOC 140	Sociology of Gender	J. Young
SPN 101	Elementary Spanish 1	R. Moreno
SPN 102	Elementary Spanish 2	R. Moreno
SPN 200	Spanish Conversation & Composition	R. Moreno
SPN 201	Intermediate Spanish 1	R. Moreno
SPN 202	Intermediate Spanish 2	R. Moreno
MAT 120	Technical Mathematics	M. House
MAT 121	Technical Algebra and Geometry with Statistics	M. House
MAT 125	Algebra and Trigonometry	M. House
MAT 126	Functions and Calculus	M. House
MAT 131	Statistics 1	M. House
MAT 132	Statistics 2	M. House
MAT 151	College Algebra	M. House

MAT 152	Trigonometry	M. House
MAT 153	Pre-Calculus	M. House
MAT 161	College Algebra for Diagnostic Medical Sonography	M. House
MAT 215	Business Calculus	M. House
MAT 251	Calculus 1	M. House
MAT 252	Calculus 2	M. House

## Transfer Module

The State of Ohio has developed a statewide policy to help students transfer their credits for courses completed at one Ohio public college or university to another Ohio institution. The Ohio Transfer Module (p. 162) policy statement is published elsewhere in this catalog.

The Cincinnati State Transfer Module consists of 36 semester credit hours that transfer to any Ohio public two-year or four-year college or university. Categories for courses in the Cincinnati State Transfer Module are:

English Composition	6
Oral Communication	3
Mathematics	3
Social/Behavioral Sciences	6
Arts/Humanities	6
Natural/Physical Sciences	6
Transfer Module Electives	6
<b>Total Credits</b>	<b>36</b>

**Students earning the Transfer Module at Cincinnati State select specific courses (listed below) from the above-listed categories, in consultation with an academic advisor.**

Students who graduate from Cincinnati State with the degree Associate of Arts (AA) or Associate of Science (AS) will complete all Transfer Module requirements. Students earning the AA or AS degree also are required to complete additional courses selected from the Transfer Module categories. The full curriculum requirements for AA and AS degrees are published elsewhere in this catalog.

Students who graduate from Cincinnati State with the degree Associate of Applied Business, Associate of Applied Science, Associate of Individualized Study, or Associate of Technical Study may complete some Transfer Module courses that are required for their degree, but will not automatically complete all Transfer Module requirements. These students may choose to take additional courses, beyond those required for their degree, in order to complete the Transfer Module.

**Students who are completing the Transfer Module, either as part of an AA or AS degree or as an addition to another degree, should consult with their academic advisor** to ensure that courses selected are appropriate for the institution and the degree program that the student plans to pursue after completing studies at Cincinnati State.

The following courses are approved by the Ohio Department of Higher Education to meet the requirements for the Cincinnati State Transfer Module:



## English Composition

ENG 101	English Composition 1	3
Select one of the following courses:		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3

## Oral Communication

COMM 110	Public Speaking	3
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## Mathematics

Note: In addition to completing Academic Foundations math classes indicated by college placement test results, students must complete a prerequisite math class before enrolling in any of the Transfer Module math classes listed.

Select one of the following courses:

MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5

## Social/Behavioral Sciences

Select two of the following courses:

<b>Economics</b>		
ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
<b>Geography</b>		
GEO 105	World Regional Geography: the Americas, Europe, and	3
GEO 110	World Regional Geography: Asia, Africa, and the Middle East	3
GEO 115	Cultural Geography	3
<b>History</b>		
HST 101	World History: First Civilizations to 1500	3
HST 102	World History: 1500 to Present	3
HST 111	American History: Early Settlers to 1877	3
HST 112	American History: 1877 to Present	3
HST 121	African American History: Origins to 1877	3
HST 122	African American History: 1877 to Present	3
HST 130	History of Africa	3
HST 161	Western Civilization: Origins to 1648	3
HST 162	Western Civilization: 1648 to Present	3
<b>Labor Relations</b>		
LBR 105	Introduction to Labor and Employee Relations	3
<b>Political Science</b>		

POL 101	Introduction to American Government	3
POL 102	Introduction to Comparative Governments and Politics	3

## Psychology

PSY 110	Introduction to Psychology	3
PSY 200	Abnormal Psychology	3
PSY 205	Child Development	3
PSY 210	Adolescent Development	3
PSY 215	Adult Development	3
PSY 220	Social Psychology	3
PSY 225	Lifespan Development	3

## Sociology

SOC 105	Introduction to Sociology	3
SOC 115	Marriage and the Family	3
SOC 130	Sociology of Aging	3
SOC 140	Sociology of Gender	3

## Arts/Humanities

Select two of the following courses:

<b>Art</b>		
ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3
<b>Communication</b>		
COMM 130	Introduction to Film Studies	3
<b>Literature</b>		
LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 220	Poetry	3
LIT 230	Drama	3
LIT 240	The Novel	3
LIT 251	American Literature to 1865	3
LIT 252	American Literature since 1865	3
LIT 255	African American Literature	3
LIT 261	British Literature: Medieval Period to 1800	3
LIT 262	British Literature: 1800 to Present	3
LIT 265	Shakespeare	3
LIT 270	Children's Literature	3
LIT 280	Science Fiction	3
LIT 285	Women Writers	3
<b>Music</b>		
MUS 101	Music History: Middle Ages to Late 19th Century	3
MUS 102	Music History: 20th Century	3
MUS 105	Music History: African-American Music	3
MUS 110	Jazz Appreciation	3
MUS 115	Rock and Pop Music	3
MUS 120	World Music	3
<b>Philosophy</b>		
PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3
<b>Religious Studies</b>		
REL 105	World Religions	3

**Theatre**

THE 105	Theater Appreciation	3
THE 110	History of Theater	3

**Natural/Physical Sciences**

Select two of the following courses:

**Biology**

BIO 111	Biology: Unity of Life	4
BIO 112	Biology: Diversity of Life (approval pending)	4
BIO 131	Biology 1	5
BIO 132	Biology 2	5
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4

**Chemistry**

CHE 105	Chemistry for Consumers	3
CHE 110	Fundamentals of Chemistry	4
CHE 111	Bio-Organic Chemistry	4
CHE 115	General, Organic, and Biological Chemistry	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5
CHE 122 & CHE 132	General Chemistry 2 and General Chemistry 2 Lab	5
CHE 201 & CHE 211	Organic Chemistry 1 and Organic Chemistry 1 Lab	5
CHE 202 & CHE 212	Organic Chemistry 2 and Organic Chemistry 2 Lab	5

**Environmental Science**

EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVS 130	Environmental Science: Ecology and Ecosystems	4

**Physical Science**

PSC 105	Astronomy	4
PSC 110	Earth Science	4
PSC 115	Energy	3

**Physics**

PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 152	Physics 2: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5
PHY 202	Physics 2: Calculus-Based	5

**Associate of Individualized Study**

Cincinnati State offers the Associate of Individualized Study (AIS) degree to meet unique career education needs for students whose careers objectives cannot be achieved through one of the existing associate's degree programs offered by the College.

A student who wishes to be considered for admission to an AIS program must:

1. Meet with the program chair for the Associate of Arts/Associate of Science degree. This meeting is used to make a preliminary

determination of whether the student's request for an AIS program is likely to be approved. If approval seems likely, an academic advisor for the AIS program is assigned.

2. Consult with the assigned academic advisor, who assists the student in planning the curriculum for the AIS program. This curriculum must include no fewer than 60 total credits, and must include all College-wide graduation requirements.
3. Complete all College admissions requirements, as described in the Admissions, Fees, and Financial Aid (p. 159) section of this catalog.
4. Write and deliver to the assigned academic advisor a justification of the proposed degree program, including a statement of career goals and an explanation of why another associate's degree program would not be appropriate.

The student's academic advisor presents the proposed AIS curriculum to the College's Academic Policies and Curriculum Committee (APCC) for approval. The APCC approves or denies the AIS program proposal. The APCC may seek additional information and/or suggest modifications to the proposed AIS curriculum prior to taking action.

If the proposed AIS is approved, the student is admitted to the AIS program. If the proposed AIS is denied, the student may wish to apply to another associate's degree program.

**Associate of Technical Study****Associate of Technical Study – Type A**

The Associate of Technical Study (ATS) – Type A degree program allows a student to meet unique career objectives by receiving college credit for qualified non-college training programs, and combining this training with courses from two or more existing Cincinnati State associate's degree programs.

A student who wishes to be considered for admission to an ATS - Type A program must follow the steps outlined in this catalog for the Associate of Individualized Studies (AIS) degree (<http://catalog.cincinnatiastate.edu/academicdivisionsanddegreeandcertificateprograms/associateofindividualizedstudy>). The proposed ATS - Type A degree program must be approved by the College's Academic Policies and Curriculum Committee (APCC).

**Associate of Technical Study – Type B**

The Associate of Technical Study (ATS) – Type B degree program allows the College to develop associate's degree programs in partnership with professional organizations or businesses that provide specific training programs for their members or employees. The training program is examined by a College review committee to determine if it qualifies for inclusion in an ATS – Type B program. If qualified, the training program is awarded a set number of college credits. Additional components of the proposed degree program are also determined by the review committee.

When implemented, an ATS – Type B program accommodates students who have completed educational programs that are outside traditional college coursework, and allows these students to supplement their professional training with the additional enriching components of a college associate's degree program. The proposed

ATS - Type B degree program also must be approved by the College's Academic Policies and Curriculum Committee (APCC).

Some currently-available ATS – Type B programs are identified within the academic division sections of this catalog.

A student who wishes to be considered for admission to an ATS - Type B program must follow the steps designated by the academic division that offers the ATS - Type B program.

# General Information\*

## Cincinnati State Technical and Community College

Cincinnati State Technical and Community College is a public, two-year college operated under the authority of the Ohio Department of Higher Education and governed by a nine-member Board of Trustees appointed by the Governor of the State of Ohio.

The College currently offers more than 130 associate's degree programs, majors, and certificate programs at its main campus in Clifton and at locations in Evendale, Harrison, Middletown and elsewhere in Greater Cincinnati, and offered online. In addition to its college credit-bearing academic and technical programs, the College's Workforce Development Center offers continuing education opportunities through short courses, seminars, and on-site training programs for businesses and industries in the region.

Cincinnati State is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone 800-621-7440) and holds numerous programmatic accreditations, listed in the Accreditation and Memberships section of this catalog.

### Overview

#### Collaborative Relationships

Cincinnati State has established academic partnerships with high schools, colleges, universities, and employers throughout the region.

Through Cincinnati State's relationship with the Ohio Department of Higher Education, the College maintains structured pathways to connect eligible high school students and graduates with college courses and degree and certificate programs. These college programs help the state achieve the goal of improving the educational attainment of Ohio citizens.

- Ohio's College Credit Plus program enables eligible high school students to take college courses while still in high school. Cincinnati State delivers many college courses at local high schools through a network of over 40 partner public and private high schools.
- Additionally, to strengthen pathways for students participating in career technical programs, Cincinnati State recognizes the state's Career-Technical Assurance Guides (CTAGs) which allows high school graduates to obtain college level transfer credit for knowledge and skill acquired in designated high school classes.

Cincinnati State also has established articulation agreements with the University of Cincinnati, Mount St. Joseph University, Northern Kentucky University, Xavier University, Miami University, and many other institutions to ease the transfer of graduates to specific degree programs in those institutions.

Cincinnati State is a member of the Greater Cincinnati Collegiate Connection (formerly the Greater Cincinnati Consortium of Colleges and Universities). This membership allows students, under certain conditions, to take courses not offered at their home institution at any of the 13 member institutions. Students who would like more information about this program should contact the Office

of the Registrar, Room 161 Main Building, Clifton Campus, or registraroffice@cincinnatiastate.edu.

Cincinnati State also has a cross-registration agreement with the Army and Air Force ROTC at the University of Cincinnati. Army and Air Force personnel teach General Military Training classes. Enrollment in these classes entails no service obligation, and books and uniforms for the courses are provided free to students. Participants attend ROTC classes and drill periods on the University of Cincinnati's campus while attending academic classes at Cincinnati State. Details are available in the Office of Veteran Student Affairs at Cincinnati State, Room 135 Main Building, Clifton Campus.

### Cooperative Education

Since its founding in 1969, Cincinnati State has integrated work experience (typically co-op employment or clinical rotations) with academic coursework. Cincinnati State's consistently high graduate employment rate reflects the College's commitment to providing quality education enriched by on-the-job training. Students encounter "real-world" job demands, helping to clarify their career choices and promote responsibility in the workplace. Most co-op experiences are paid placements that permit students to earn while learning, and thus defray the total cost of their education. The College has been recognized nationally for its extensive cooperative education program. More than 500 employers provide placements for degree-seeking Cincinnati State students who devote one or more semesters of their program of study to applying the knowledge they have acquired in the lab and in the classroom.

### Equal Opportunity

Cincinnati State is committed to a policy of equal educational opportunities for all persons regardless of race, age, handicap, sexual orientation, national origin, or gender. This policy is adopted as a matter of law and as a matter of educational policy consistent with the goals and purposes of the College.

The College also adheres to a policy of equal employment opportunity and affirmative action to end any illegal pattern of discrimination and to overcome the effects of past discrimination. Cincinnati State is also committed to serving the region's Armed Forces Veterans.

### Institutional Values

As a college community:

- We embrace experiential and lifelong learning, personal growth, and employability.
- We create and promote a civil and respectful environment.
- We anticipate and effectively respond to changing stakeholder expectations.
- We honor the diversity of people and ideas.

### Mission

Cincinnati State Technical and Community College provides student-focused, accessible, high-quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

### Student-Centered Quality Education

Cincinnati State is known for its dedication to teaching and its student-centered philosophy and practices. Small class sizes, an extensive

academic foundations program, a free tutoring program, counseling, advising, and library services provide the kinds of academic support needed for success for adult students and recent high school graduates. Both theory and practice are stressed through appropriate classroom, laboratory, and cooperative/clinical education experiences.

Cincinnati State faculty members take pride in the personal attention afforded each student, and every Cincinnati State graduate is a reflection of the College's commitment to developing human potential, one student at a time.

## Vision

Cincinnati State will be the technical and community college of choice in our region, nationally recognized for academic excellence, cooperative education, and workforce development.

## History

### History of Cincinnati State

Cincinnati State can trace its origins to the Cincinnati Cooperative School of Technology (CCST), a two-year technical institute for high school graduates that was established by the Cincinnati Board of Education in 1966. The function of the school was to train technicians in a program combining college-level classroom instruction and cooperative work experience. This program operated in a portion of the facility at 3520 Central Parkway, which at the time was also the home to Courter Technical High School and former home to Central High School. In its first year, the college offered only four degree programs.

In 1969, the State of Ohio established Cincinnati Technical Institute to serve the post-secondary public technical education needs of the area. Clifford R. House was named first president of the college. The following year, the college entered into a contract with the Cincinnati Board of Education to purchase the Courter Technical High School property, where the College is located today. The name of the college was changed to Cincinnati Technical College (CTC) in 1972. Courter Tech continued to share the facility until the high school ended operations at the site in 1974.

In 1976, Frederick Schlimm succeeded Clifford House to become the second president of the institution, and over the next decade the College grew steadily. During Schlimm's tenure (1976-89), enrollment increased from 2,000 to more than 4,000 students, and the number of programs expanded from 35 to 45.

Dr. James Long became the third President of the college in 1990, and enrollment exceeded 5,000 students for the first time that year. At his recommendation, the Cincinnati Technical College Board of Trustees on July 27, 1993, voted to convert CTC to a state technical and community college. The name was officially changed to Cincinnati State Technical and Community College on September 1, 1994.

During the same month, the Health Professions Building (HPB) and Ludlow Parking Garage were opened, coinciding with the College's 25th anniversary. In May 1995, the State of Ohio approved the purchase of Cincinnati West Airport in Harrison, Ohio, to serve the aviation program at the College. An academic facility opened in 1998 at the airport.

On March 6, 1998, Dr. Ron Wright was formally inaugurated as the fourth president of the College. During his tenure, the College continued to grow. In 2000, the College purchased the Workforce

Development Center (WDC) in Evendale to serve as a site for corporate training programs including computer skills, hazardous materials and industrial maintenance training.

In September 2003, a second parking garage (Central Parkway Garage) was opened to serve the increasing student population, which hit the 8,000 mark earlier that year. The Advanced Technology & Learning Center (ATLC) opened in November 2004, coinciding with the College's 35th anniversary. The building houses the Midwest Culinary Institute, multimedia production studios, information technologies labs, student activities areas and other functions, and contains more than 200,000 square feet.

In 2007, Dr. John Henderson was appointed Interim President. The next year, Cincinnati State introduced a Renewable Energy and Energy Efficiency major. In April 2009, the College received a significant grant from the U.S. Department of Labor in order to expand the program. In September 2009, the College celebrated its 40th anniversary as enrollment surpassed 10,000 students for the first time.

In August 2010, the Board of Trustees appointed Dr. O'dell M. Owens to succeed Dr. Henderson. Dr. Owens – who at the time of his appointment was the Hamilton County Coroner – began his duties at Cincinnati State on September 1.

In November 2010 Cincinnati State set another enrollment record, with 11,421 total students. In April 2012 College officials signed an agreement with a private partner to rehabilitate an office building in downtown Middletown, Ohio, to serve as the base for a campus. The Middletown Campus opened August 29, 2012. That date also marked the start of the College's conversion to a semester-based academic calendar, ending its previous system of five academic terms per year.

In September 2014 the College marked its 45th anniversary with a week of Founders Days activities, including recognition of the faculty and staff members who served when the College began.

After Dr. Owens stepped down in September 2015, the Board of Trustees named then-Provost Dr. Monica Posey to serve as Interim President.

On June 13, 2016, the Board formally appointed Dr. Posey to become the sixth President of the College.

Today, the College offers more than 130 associate degree and certificate programs through its four academic divisions and the Workforce Development Center. Cincinnati State will celebrate its 50th anniversary as a higher education institution in 2019.

## Governance

### Board of Trustees

#### Mr. Mark D. Walton, *Chair*

Vice President & North Regional Manager  
Private Banking  
Fifth Third Bank  
Term expires: August 31, 2020

#### Greg Battle

President/CEO  
Lean Continuous Improvements  
Term expires: August 31, 2022



**Nan Cahall**

Managing Director  
 Focused Capitol Solutions LLC  
 Term expires: August 31, 2022

**Peter J. Kambelos, M.D.**

Physician  
 Internal Medicine  
 Term expires: August 31, 2018

**Rajbir Minhas, M.D.**

Physician  
 Mercy Orthopedic and Spine/Pain Associates  
 Term expires: August 31, 2018

**Mr. Robert Ringel**

Vice President, Legal  
 Duke Energy Corporation  
 Term expires: October 31, 2020

**Mr. John Silverman**

Managing Principal  
 Midland Atlantic  
 Term expires: October 31, 2020

**Mr. George Vincent**

Attorney  
 Dinsmore & Shohl  
 Term expires: October 31, 2018

**Faculty Senate**

**President:** Ryan Shadle, Humanities & Sciences  
**Vice President:** Marianne Niese, Satellite Campuses  
**Recording Secretary:** Julianna Johns, Health & Public Safety  
**Elections Secretary:** Mary Repaske, Humanities & Sciences  
**Treasurer:** Lesli Rice, Business  
 George Armstrong, Center for Innovative Technologies  
 Caroline Boiman, Health & Public Safety  
 Johnna Bradley, Enrollment & Student Development/Library  
 Larry Feist, Center for Innovative Technologies  
**Ex Officio, AAUP President:** Pam Ecker  
**Ex Officio, Adjunct Faculty:** Patrick Connolly

**Accreditation and Memberships****General Accreditation**

- Ohio Department of Higher Education
- Division of Vocational Education, State Department of Education
- Higher Learning Commission of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440)

**Professional Accreditations**

- Accreditation Council for Education in Nutrition and Dietetics
- Accreditation Council for Occupational Therapy Education
- Accreditation Commission for Education in Nursing
- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
- American Council for Construction Education
- Accreditation Council for Education in Nutrition and Dietetics

- American Culinary Federation Educational Foundation
- Association of Nutrition & Foodservice Professionals
- Commission on Accreditation of Allied Health Education Programs
- Commission on Accreditation for Health Informatics and Information Management Education
- Committee on Accreditation for Respiratory Care
- Engineering Technology Accreditation Commission of ABET
- Federal Aviation Administration Approved Aircraft Maintenance Technician School
- International Association for Continuing Education and Training
- Medical Assisting Education Review Board
- National Accrediting Agency for Clinical Laboratory Sciences
- National Association of Landscape Professionals
- National Automotive Technicians Education Foundation, Inc.
- Ohio Department of Education, Associate PreK Education Licensure Program
- Ohio Department of Public Safety, Department of Emergency Medical Services
- Ohio Division of Real Estate
- Ohio State Board of Nursing

**Memberships**

- Academic Quality Improvement Project
- Academy of Nutrition and Dietetics
- American Association of Collegiate Registrars and Admission Officers
- American Association of Community Colleges
- American Culinary Federation
- American Society of Safety Engineers (ASSE)
- American Society of Allied Health Professionals
- American Technical Education Association
- Association for the Promotion of Campus Activities
- Association of Food and Nutrition Professionals
- CincinnatiUSA Chamber of Commerce
- Consortium of College and University Media Centers (CCUMC)
- Continuous Quality Improvement Network
- Cooperative Education Association
- Enterprise Ohio Network
- Greater Cincinnati Consortium of Colleges and Universities
- InfoComm International
- Midwest Cooperative Education & Internship Association
- Midwest Institute for International/Intercultural Education
- National Association of College Admission Counseling
- National Association of College and University Business Officers
- National Association of Landscape Professionals
- National Association of Student Financial Aid Administration
- National Council of Student Development
- National Council on Black American Affairs
- National Junior College Athletic Association
- National League for Nursing
- National Network of Health Career Programs in Two-Year Colleges
- North American Council of Automotive Teachers
- Northern Kentucky Chamber of Commerce



- Ohio Association of Community Colleges
- Ohio Association of Collegiate Registrars and Admission Officers
- Ohio Mathematics Association of Two-Year Colleges
- Ohio Nursery and Landscape Association
- Ohio Partnership for Excellence (Ohio Baldrige Program)
- OhioLINK
- OHIONET
- Organization for Associate Degree Nursing
- Southwestern Ohio Council for Higher Education
- Southwest Ohio Neighboring Libraries
- U.S. Green Building Council
- World Affairs Council
- World Association of Cooperative Education

## Facilities

### Use of College Facilities

Students presenting a SurgeCard (p. 158) may use facilities such as the gymnasium, game room, weight room, library, auditorium, and meeting rooms. Such use is restricted to hours set aside for student use for free time recreation. These hours will not conflict with previously scheduled events, and may be subject to change because of scheduling of intramurals, athletics, community use, or other purposes.

Students or student groups may lease on-campus facilities through the Facilities Office, phone (513) 569-4123 or email [eventscheduling@cincinnati.state.edu](mailto:eventscheduling@cincinnati.state.edu). The use of facilities is outlined in the Facility Usage and Rental Guidelines (<http://www.cincinnati.state.edu/about/administration/facilities>) on the College website.

### Bakery Hill

Bakery Hill is a retail bakery on the second floor of the Advanced Technology & Learning Center (ATLC), Clifton Campus. Bakery Hill is operated by students and instructors at the College on both an educational and entrepreneurial basis. For more information about Bakery Hill, phone (513) 569-4697 or email [bakeryhill@cincinnati.state.edu](mailto:bakeryhill@cincinnati.state.edu).

### Bookstore

The Cincinnati State Bookstore is located on the lower level of the Advanced Technology & Learning Center (ATLC), Clifton Campus. A complete supply of new texts and a limited supply of used books are available, covering all the courses offered at the College. A textbook rental program is also available for certain courses. The store also carries a complete line of classroom supplies, calculators, and course-related equipment and supplies, as well as Cincinnati State apparel and gifts.

Used books are purchased by the bookstore throughout the year; however, financial aid regulations apply to some sales of used books. Contact the store for additional information about the buyback program.

Books for which an exchange or refund is requested must be in resalable condition and accompanied by the original receipt. Full refunds will be granted during the first two weeks of classes each

semester. If a student drops a course and wishes a refund within the established time frame, the student must show bookstore personnel a copy of the drop/add form.

Regular hours of the store are Monday, 8 a.m. to 6:30 p.m., Tuesday through Thursday, 8 a.m. to 6 p.m., and Friday 8 a.m. to 2 p.m. Hours are extended during the beginning and end of each semester.

Forms of payment accepted include financial aid (during assigned dates), cash, check (with photo I.D.), Visa, MasterCard, Discover, American Express (cardholder must be present), and gift cards. All forms of payment except cash or check may also be used for online purchases on the Bookstore website [www.cincystshop.com](http://www.cincystshop.com) (<http://www.bkstr.com/Home/10001-10677-1?demoKey=d>).

For more information about the Cincinnati State Bookstore, phone (513) 569-1507 or email [cincist@bkstr.com](mailto:cincist@bkstr.com).

### Child Care (Mallory Early Learning Center)

The William L. Mallory Early Learning Center is located on the fourth floor of the Main Building (Clifton Campus) and has a learning laboratory on the first floor of the Main Building. It provides outstanding childcare on Cincinnati State's campus while serving as a learning lab for Cincinnati State students in the Early Childhood Education program.

The Mallory Center daytime program is designed for children ages three months to five years who are not yet eligible for kindergarten. Priority is given to students and staff of the College, but also serves families from the surrounding community.

This is a full-time, year-round program operated Monday through Friday, 7 am to 5:30 pm. The Mallory Center is closed when the College is closed. During the summer, the Center also provides experiences for school-age children.

The Mallory Center participates in the USDA food program, providing breakfast, lunch, and snack, thus supplying two-thirds of a child's daily needs.

Parents are welcome and encouraged to visit their children at any time. There are observation booths for most of the classrooms if parents wish to observe without being seen. Parents are also welcome to help in the classroom: reading books, eating lunch, or going on field trips.

All student-child interactions are guided by the faculty of Cincinnati State's Early Childhood Education program. Center teaching staff members are selected for their commitment to providing the best experiences for children, and their ability to guide Cincinnati State students in becoming skilled Early Childhood Education teachers.

Children at the Mallory Center benefit from increased adult-child interactions, while Cincinnati State student interns benefit from direct experiences working with the children and teachers at the Center.

Teachers also have training in CPR, first aid, common childhood illnesses, and child abuse recognition. All staff and volunteers have been fingerprinted and have had a complete background check.

The Mallory Center is licensed by the City of Cincinnati's Department of Health and the State of Ohio's Department of Job and Family Services. It is accredited by the National Association for the Education of Young Children (NAEYC). This voluntary achievement was initially

awarded in 1998. The Mallory Center's commitment to quality care also is shown through voluntary participation in the Step up to Quality (STARS) rating system facilitated by the State of Ohio Department of Job and Family Services.

For more information about the Mallory Center, phone (513) 569-1504 or e-mail MalloryELC@cincinnati.state.edu. (malloryelc@cincinnati.state.edu)

## Computers/Computer Labs

The College provides access to computers at open labs on the Clifton Campus in both the Main Building and the Advanced Technology and Learning Center (ATLC). In addition, computers are available for student use in the Johnnie Mae Berry Library and at kiosks at several locations within the ATLC. In addition, the entire Clifton Campus has wireless access that is free and open to Cincinnati State students, faculty, and staff. For more about the computers and computer labs please see Campus Technology (<http://www.cincinnati.state.edu/about/administration/technology/information-security/>) on the College website.

## Fitness Center

The Fitness Center in the Main Building (Clifton Campus) provides a full range of Nautilus equipment, free weights, cardio machines and resistance equipment, as well as a gymnasium (at designated times) and swimming pool. Racquetball courts are available in the ATLC. Fitness classes are regularly scheduled, and students, faculty, and staff have access to the services of personal trainers as well as personal evaluations.

A SurgeCard is required for use of the Fitness Center and a liability waiver must be on file. Children, food and drinks, and loitering are not permitted in the Fitness Center. For more information regarding the Fitness Center, please contact Mike Combs, Fitness Center Director, at (513) 569-8693 or (513) 569-1592, or [mike.combs@cincinnati.state.edu](mailto:mike.combs@cincinnati.state.edu).

## Game Room

A Game Room is located in Room 135 of the ATLC (Clifton Campus). Table tennis, billiards, board games, and equipment are available free with a SurgeCard. Racquetball courts are also available for use by currently enrolled students. Racquets and balls can be checked out in the game room with a SurgeCard. For more information about the game room please contact the Student Activities office, located in the ATLC, Room 204, or phone (513) 569-5747.

## Gymnasium

The gymnasium is located in the Main Building, behind the Welcome Center (Clifton Campus). It is open at designated times (generally when it is not being used for team practices or classes). A SurgeCard is required to check out equipment. No food or drink is allowed in the gym. Gym shoes must be worn when using the gymnasium (street shoes with soft soles are not permitted).

## Library

The Johnnie Mae Berry Library, named for the College's first librarian, provides library services to the College community. The Library is located in the Main Building (Clifton Campus), Room 170, phone (513) 569-1606. The library is open from 7:30 a.m. to 10 p.m. Monday through Thursday, 7:30 a.m. to 4 p.m. on Friday and 8 a.m. to 4 p.m.

on Saturday. Shortened hours occur during the Summer semester and during periods when classes are not in session.

The library's homepage is available online at [www.cincinnati.state.edu/library](http://www.cincinnati.state.edu/library).

Additional information about Library services is in the Student Services - Academic Support Services (p. 204) section of this Catalog.

## Lockers

The College Main Building (Clifton Campus) has a limited number of lockers available for student use. Students must provide their own locks. Cincinnati State assumes no responsibility for any loss, theft, or damage to lockers, locks, or contents due to fire, trespassers, etc. Each year at the end of the Spring semester, students must remove locks and contents from their lockers so general cleaning and maintenance can be performed.

## Overlook Café

The Overlook Café is located on the first floor of the ATLC (Clifton Campus). Menu planning and food preparation is provided by Midwest Culinary Institute faculty chefs and students. The Overlook offers a wide selection of wholesome foods and refreshments, including hot breakfasts and daily lunch and dinner specials, soups, a custom deli station, a salad bar, a fruit bar and a full range of drink and "grab and go" options.

Vending facilities are located on the second floor of the ATLC, the first and third floor lounges in the Main Building, and on the second and third floors of the Health Professions Building. If necessary, refunds from vending facilities can be obtained from the cafeteria cashier.

## Parking/Transportation

Cincinnati State provides a variety of parking and transportation options for its students, faculty and staff. The College strives to utilize its available parking resources for the benefit of students, employees, and visitors to insure that the parking areas are maintained and safe, and to promote transit, cycling, ride-sharing and other alternatives.

## Metro Discount

Cincinnati State and Metro offer students significantly discounted rates. For \$1, Cincinnati State students can ride any Metro bus route, at any time, to any place Metro travels. Students must have a valid SurgeCard to obtain a Metro discount card. To get a discount card, log into MyCState, choose MyServices, and click on the Metro Discount Card link under Transportation/Parking.

## Parking Facilities

All Parking Facilities described below are on the Clifton Campus.

**Central Parkway Garage:** This structure, at the northernmost edge of the Clifton Campus, is open to students, employees, and visitors on a cash basis, as well as to anyone with a valid SurgeCard that includes a parking privilege. Payment is collected upon exit from the garage.

**Ludlow Garage:** The Ludlow Garage is located near Ludlow Avenue. It is open only to faculty, staff and students who have purchased a parking privilege. A SurgeCard reader is located at the entrance to

the garage; neither cash nor the debit feature of the SurgeCard is accepted.

**Lot A:** Lot A is located off of College Drive and is reserved for faculty and staff only. Faculty and staff must swipe their SurgeCard at the entry gate to gain access to this lot.

**Lot C:** Lot C is open to students, employees, and visitors, either on a daily cash basis or to those who have purchased a parking privilege. (A SurgeCard or SurgeCard debit feature is accepted.) Access is available from Central Parkway, Ludlow Avenue, or College Drive.

**Lot D:** Lot D is located at the top of the front drive, at the end of A and B wings, and is reserved for faculty and staff only. Faculty and staff must swipe their SurgeCard at the entry gate to gain access to this lot.

**Motorcycle/Bicycle Parking Areas:** Motorcycle parking is permitted at the end of the Main Building, just off the front drive. This is the only location where motorcycle parking is permitted on campus. All motorcycles must be registered with the College's Police Department in Room 147 Main Building. Bicycles must be secured to a bicycle rack; one is located by the entrance to the Ludlow Avenue Garage, another near the loading dock for the Main Building. Bicycles should not be chained to trees or light poles.

**Drop-off/Pick-up Area:** Several parking spaces in front of Main Building, just south of the flagpole, have been designated for motorists to drop off or pick up passengers. Motorists must remain with their vehicle at all times.

## Parking Regulations

The regulations in this section were developed by the Cincinnati State Police Department, and approved by the College administration in accordance with the Ohio Revised Code. Questions about parking should be directed to the Campus Police Department at (513) 569-1558.

**Emergencies:** Individuals who need assistance from Campus Police should call (513) 569-1558. Emergency phones are located on the Clifton Campus near the parking areas and in the garages. These phones are monitored by Campus Police 24 hours a day, with assistance from campus police dispatch services at the University of Cincinnati.

Campus Police officers are available to assist students, staff, and visitors who accidentally lock their keys in the car, need a jump start, or need air for low or flat tires. Contact the Police Department in Room 147 Main Building (Clifton Campus) or call (513) 569-1558 for assistance.

**Citation Procedure:** College parking regulations are enforced by the Campus Police. Any violations can result in a citation. Ignorance of College parking policy is not an excuse for operating or parking in violation.

- College citations must be paid or appealed within 10 business days from the date of issue. After that time, the ability to appeal is lost.
- Any citation not paid or appealed within 10 business days of issue will double in cost, and the vehicle involved is subject to impoundment.
- After 30 days from issue, unpaid citations are automatically added to the student's account.

- Repeated or serious violations could result in loss of campus parking privileges, towing of vehicle, and/or impoundment at the owner's expense.

Citations are payable at the Cashier's Office or by mail to: Cincinnati State, Cashier's Office, 3520 Central Parkway, Cincinnati, OH 45223.

Cincinnati State Police Officers may also issue state citations that are paid at the Hamilton County Justice Center.

**Citation Appeal Procedure:** Any ticket issued by Campus Police can be appealed by filling out the appeal form available from the Campus Police Department, Room 147 Main Building (Clifton Campus). The form must be completed and submitted within 10 business days after the ticket was issued. The findings of the Appeal Committee are final.

**Handicapped Parking:** Parking permits are available allowing use of the handicapped parking spaces. Both a state-issued license plate/plaque and a Cincinnati State parking permit are required. Contact Campus Police for details in Room 147 Main Building (Clifton Campus), or call (513) 569-1558.

**Liability:** Cincinnati State assumes no responsibility for theft or damage to vehicles parked on College property.

**Parking Permit:** The purchase and display of a parking permit does not guarantee the availability of a parking space and does not justify parking against College policy.

**Reserved Parking:** Many parking spots in Lot D are reserved for specific faculty and staff members and are marked with the individual's last name, either on an adjacent wall or on the parking stop at the front of the spot. These spots are reserved Monday through Friday from 6:30 a.m. to 4 p.m. Parking in a reserved spot during these hours will result in a parking citation. (Note: The College has discontinued the practice of reserved parking and does not issue new reserved parking spots to faculty and staff.)

**Visitor Parking:** Paid visitor parking is available in the Central Parkway Garage or in Lot C-1. These lots can be used by students registering or visiting campus.

**Clifton Hills Residential Parking Ordinance:** On-street parking in the Clifton Hills neighborhood adjoining the Cincinnati State Clifton Campus is governed by a City of Cincinnati residential permit parking ordinance. Those who park in this area without a residential parking sticker on their vehicle are at risk for a \$50 parking ticket. The cost of that ticket doubles if the fine is not paid within seven days; a second offense within a year becomes a Class B Civil Offense carrying a \$100 fine.

These parking restrictions apply between 7 a.m. and 10 p.m. to Clifton Hills Avenue, Clifton Crest Terrace, and Clifton Hills Terrace, as well as portions of Ludlow Avenue and Old Ludlow Avenue marked by signs.

## Police

The Cincinnati State Campus Police Department has full police powers, and is a professional, fully-trained and equipped law enforcement agency.

Assistance for Cincinnati State Campus Police dispatch services is provided by the University of Cincinnati.

The Police Department is available to help with any questions. Students are invited to visit the Police Department in Main Building Room 147 (Clifton Campus).

For more information contact Assistant Police Chief Karen Patterson at karen.patterson@cincinnati-state.edu (Karen.patterson@cincinnati-state.edu) or (513) 569-1558.

## Non-Smoking Policy

For the purposes of this policy, smoking is defined as the burning of any type of tobacco product, including cigarettes, cigars, cigarillos, and pipes. This policy includes e-cigarettes and other forms of smoking substitutes which produce either a scented or unscented vapor. Cincinnati State has instituted the following policy regarding smoking on campus:

1. Smoking is prohibited in all Cincinnati State vehicles and all College buildings, including classrooms, lecture halls, laboratories, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, restrooms, covered walkways, breezeways and walkways between sections of buildings, bus-stop shelters, areas immediately adjacent to building and parking garage entrances, and exterior stairways and landings.
2. Smoking is prohibited within twenty-five (25) feet of any building entrance or HVAC intake vents, except for designated smoking areas. All tobacco products must be disposed in appropriate smoking receptacles— not on the ground.
3. Designated outdoor smoking areas are clearly marked with signs. They include (on the Clifton Campus):
  - Small loading dock area located at the front of the Main Building
  - Smokestack area located at the front of the Main Building
  - Smoking area located off of the front courtyard
  - Courtyard located between the Main Building and the ATLC
4. Cincinnati State reserves the right to administer sanctions to any individual found in continuous violation of this policy, by referral through the College disciplinary process. Campus Police will oversee compliance with this policy; however, all faculty, staff, and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement.
5. Organizers and attendees at public events, such as conferences, meetings, public lectures, and athletic competitions using Cincinnati State facilities, will be required to abide by the College Smoking Policy.

## Surge Cards

Every student enrolled in classes is required to have a College identification card (SurgeCard) with them at all times for security purposes. The initial SurgeCard is free and is available from Student Activities, in Room 204 of the ATLC building (Clifton Campus), after a student has registered for classes that semester.

The SurgeCard is required to use some campus services such as the library, parking, and fitness center, and for admission to College sports activities. Additional uses for the SurgeCard include the bookstore, computer lab printing, food services, vending machines, day care door access for qualified parents, and other services.

Every registered student receives \$15.00 on their SurgeCard each semester for free printing in College computer labs.

To replace a lost SurgeCard, go to the Cashier's office in the Main Building (Clifton Campus) and pay a \$10.00 fee. Bring the receipt for this payment to the Student Activities office and a replacement SurgeCard will be issued.

Parking privileges can be added to a SurgeCard after the parking fee is paid online through the student's Cincinnati State account.

A SurgeCard is required to obtain information about available financial aid funds that can be used to purchase books in the College bookstore. Financial aid funds are never deposited on the SurgeCard.

More information about SurgeCards is available from the Student Activities Office, or phone (513) 569-5747.



# Admission Information\*

## Overview

Cincinnati State is an open-access, public institution dedicated to the goal of providing each student the maximum opportunity to develop and learn. Individuals who are high school graduates or have a high school equivalence (GED) are eligible for admission to Cincinnati State.

The best way to begin the process is by contacting the Office of Admission:

### Clifton Campus

- Please call (513) 861-7700, send e-mail to [adm@cincinnati-state.edu](mailto:adm@cincinnati-state.edu), or visit in person in the Main Building, Room 181, at 3520 Central Parkway, Cincinnati, Ohio, 45223.
- Cincinnati State Clifton Campus Information Sessions are held at the Clifton Campus at **9 a.m. and 6:30 p.m. every Tuesday**, except on school holidays or when the campus is closed.
- For more information regarding the Clifton Campus, visit the Clifton Campus (<http://www.cincinnati-state.edu/contact-us/campuses/clifton>) section of the College website.

### Middletown Campus

- Please call (513) 217-3700, send an e-mail to [adm@cincinnati-state.edu](mailto:adm@cincinnati-state.edu), ([adm@cincinnati-state.edu](mailto:adm@cincinnati-state.edu)) or visit in person at 1 North Main Street, Middletown, Ohio, 45042.
- Middletown College Information Sessions are held at the Middletown Campus at **9 a.m. and 6:30 p.m. on the first and third Tuesday of the month**, except on school holidays or when the campus is closed.
- For more information regarding the Middletown Campus, visit the Middletown Campus (<http://www.cincinnati-state.edu/contact-us/campuses/middletown>) section of the College website.

### Harrison Campus

- Please call (513) 861-7700, or send an email to [adm@cincinnati-state.edu](mailto:adm@cincinnati-state.edu).
- Harrison College Information Sessions are held at the Harrison Campus at **9 a.m. and 6:30 p.m. on the first Thursday of the month** (except on school holidays or when the campus is closed) at 10030 West Rd., Harrison, Ohio, 45030
- For more information regarding the Harrison Campus, visit the Harrison Campus (<http://www.cincinnati-state.edu/contact-us/campuses/harrison>) section of the College website.

**Register for an Information Session** by going to the Visit Cincinnati State (<http://www.cincinnati-state.edu/academics/admission/visit-cincinnati-state>) section of the College website.

- **Note:** Information Sessions are not offered on school holidays or when the campus is closed. For more information, view the Academic Calendar (p. 8) elsewhere in this catalog.

## Admission Process

Prospective students must complete an online Application for Admission and provide a transcript (an official record) of their educational progress to date.

Prospective students must complete the college placement/assessment test. Academic advisors use the placement test results to ensure students begin their academic career at Cincinnati State at an appropriate level.

Prospective students should begin the admission process at least eight (8) weeks in advance of the semester in which they plan to begin classes. This timeline helps make sure all admission steps are completed, including providing transcripts from other schools, completing placement testing, processing financial aid requests, and obtaining academic advising.

Some programs reach their capacity early, and those who are not admitted may be placed on a waitlist. Some Health and Public Safety programs have selective admission processes that require additional steps.

Applications for admission and supporting documents are processed as received. Cincinnati State supports an open admission policy based on a three-semester rolling admission process. Applicants are admitted into a semester when all admission process steps have been completed.

## Admission Deadlines

### Fall Semester 2017

Priority Admission Deadline: July 3, 2017

Fall Semester Begins: August 28, 2017

### Spring Semester 2018

Priority Admission Deadline: November 13, 2017

Spring Semester Begins: January 8, 2018

### Summer Semester 2018

Priority Admission Deadline: March 11, 2018

Spring Semester Begins: May 7, 2018

**Priority admission deadline** refers to the last date to begin the admission process with assurance you can complete all process steps (including qualifying for financial aid) in time for the coming semester.

Admission applications and supporting documents are accepted after the priority date, but there is no guarantee that the process will be completed in time to begin classes immediately.

Students who register for classes before the admission process is completed may **not** receive financial aid, and may not gain the financial benefits of Kentucky or Indiana reciprocity agreements. Therefore, all resulting tuition and fee payments are the responsibility of the student.

When the admission process is complete, students are admitted to a degree or certificate program. Admission placements are based on a review of college placement/assessment test scores (or equivalent ACT or SAT scores), and review of high school (or GED) and college transcripts.

Some admitted students may be advised to enroll in prerequisite or Academic Foundations courses. These courses are designed to help students develop or strengthen important academic skills that enhance the student's academic success. Students must complete all prerequisite or Academic Foundation courses in three semesters or one calendar year.

## Admission Process Notes

- An Application for Admission is valid for one year.
- Required documents for admitted students are maintained for five years after the initial admission date.
- All documents submitted to the Office of Admission become the property of Cincinnati State and will not be returned, forwarded, or copied. If additional copies are needed, please request this information from the issuing institution.
- Non-degree-seeking students and applicants are not eligible to receive financial aid and do not qualify for Kentucky or Indiana tuition reciprocity.
- Graduation rate information for some degree programs is available on the College website in the sections for those programs. Graduation rate information for some certificate programs is available on the College website in the Gainful Employment (<http://www.cincinnati.edu/academics/financial-aid/financial-aid-resources/gainful-employment>) section.

## Application Process

### Cincinnati State Email, User ID, and Password

Cincinnati State creates a College email account (also referred to as SurgeMail) for all applicants and students. The College uses the Surge Mail account as the official means of business communication for College information. Applicants and students must review their Surge Mail frequently and consistently to stay current with College communications.

When a student applies to the College, a Student Network Access email will be sent to the applicant within 24 hours of submitting the application. This email message contains the applicant's user identification, SurgeMail email account, and College ID. The message also contains links to instructions for creating a password.

Social security numbers are not used as an identifier for Cincinnati State student records.

## Application Information Requirements

### First-Time Students

First-time students should submit:

- An online Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx)).
- An official high school transcript. The transcript must be mailed directly to the Office of Admission from the institution. Hand-carried, emailed, or faxed copies are not accepted. High school seniors may submit a high school transcript before graduation as part of qualifying for scholarships, but must also submit a final transcript after high school graduation.
- Applicants who are not high school graduates must submit a copy of their General Educational Development (GED) test scores. This

document may be sent by postal mail, email, or fax, or may be hand-carried to the Office of Admission.

- Applicants must complete the Cincinnati State Placement Test (see Placement Testing (p. 161) elsewhere in this catalog for details).
- A \$15 non-refundable admission fee is charged to the student's first registration bill. Cincinnati State does not charge a fee when the admission application is submitted.

## Home-Schooled Students

Home-schooled students should submit:

- An online Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx)).
- A notarized letter from their parents detailing the duration and the content of the student's home-school experience.
- A diploma and transcript from a recognized home-schooling association or a state diploma based on the GED.
- Applicants must complete the college Placement Test (see Placement Testing (p. 161) elsewhere in this catalog for details).

## International Students

Non-U.S. citizens who have been granted the status of immigrant, permanent resident, or refugee by the Bureau of Citizenship and Immigration Services may be admitted on the same basis as U.S. citizens.

Students in these categories must provide to the Office of the Registrar a copy of applicable documentation (permanent resident card, visa, I-94, etc.) for the application to be processed. International students applying for F-1 visas should apply at least two months before they intend to begin classes at Cincinnati State, and should:

- Meet the College admission requirements of U.S. citizens, including completing an online Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx)).
- Provide proof of proficiency with the English language with a minimum TOEFL score of 500 (paper) or 61 (Internet-based), sent directly to Cincinnati State from the Educational Testing Service. Cincinnati State's school code is 1984.
- Submit an English translation of high school transcripts. If transferring college/university coursework from outside the U.S., student transcript(s) must be translated and evaluated by an official Credential Evaluation Service. (Listing available upon request from the International Student Advisor (<http://www.cincinnati.edu/academics/admission/admission-overview/international-students>.)
- Provide proof of adequate financial support. It is estimated that international students need a minimum of \$17,542 per year for tuition, books, living, and miscellaneous expenses. There are no scholarships or educational loans available for international students. Submission of a signed and officiated Certification of Finances Form, sent to the attention of the International Student Advisor, is required to verify the availability of sufficient funds to cover the cost of the education while attending Cincinnati State.

After receipt of the above-mentioned documents, and consequent offer of admission, all international students must submit a \$3,500 advance tuition deposit fee to the Cashier's Office.



- This deposit is credited to the individual's account and used only for payment of tuition and fees.
- The fee covers approximately one semester of tuition. The student must provide for all other expenses, including room, board, books, transportation, and incidental expenses.

An I-20 Form is issued to the student only after the steps described above are completed.

For additional information regarding international admission, contact the International Student Advisor at (513) 569-1543, or review the International Students (<http://www.cincinnati.edu/academics/admission/admission-overview/international-students>) section of the College website.

Only certain international student visas are eligible for financial aid. Please see the Office of Financial Aid (<http://www.cincinnati.edu/academics/financial-aid>) section of the College website to determine eligibility.

## Non-Degree Seeking Students

Students who are not seeking a degree or certificate should submit an online Non-Degree Application form, available from the Non-Degree Seeking Student (<http://www.cincinnati.edu/academics/admission/admission-overview/non-degree-seeking>) section of the College website. Non-degree seeking students are not eligible for financial aid.

## Returning Students

Students who have been admitted to Cincinnati State in the past, but have not enrolled in classes for one year or more, should follow these procedures:

- Be aware that admission documents are maintained for five years after the initial admission date.
- Previously-admitted students who have not enrolled in any classes for **one (1) year** must:
  - Resubmit an Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx))
  - Pay a \$15 non-refundable admission fee (charged to the student's first registration bill)
- Previously-admitted students who are reapplying **two (2) years to four (4) years** after their prior admission date must:
  - Resubmit an Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx))
  - Retake the placement test. See the Placement Testing (p. 161) section of this catalog for details, including the test waiver process.
- Previously-admitted students who are reapplying **five (5) years** after their prior admission date must:
  - Resubmit an Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx))
  - Resubmit all required documents
  - Retake the placement test. See the Placement Testing (p. 161) section of this catalog for details, including the test waiver process.
- If you have **graduated from Cincinnati State** with a degree or certificate, but wish to resume studies at the College, you must submit a new Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx)).

- You don't need to resubmit previously-submitted documents.
- You may complete an online Test Waiver Form ([https://web3.cincinnati.edu/eforms/eform.aspx?form\\_id=168](https://web3.cincinnati.edu/eforms/eform.aspx?form_id=168)) to waive the placement test.

## Placement Testing

### Placement Testing/Assessment

All students seeking a degree or certificate must participate in placement assessment for mathematics, reading, writing, and keyboarding. Prior to June 2016, Cincinnati State used the **COMPASS**<sup>®</sup> test. Currently, Cincinnati State uses the **Accuplacer**<sup>®</sup> test.

Prerequisites are enforced. Students may be required to enroll in an Academic Foundations class identified through placement assessment before they can enroll in college-level courses.

On the Clifton campus, placement assessment is conducted in the Testing Center, Room 176 Main Building.

Check-in hours for placement assessment are:

- Monday and Tuesday, 8 a.m. to 5 p.m.
- Wednesday through Friday, 8 a.m. to 1 p.m.
- First Saturday of each month, 8 a.m. to 10 a.m.

Visit the Placement Test (<http://www.cincinnati.edu/academics/admission/placement-testing>) section of the College website for additional information, or call (513) 861-7700. The Testing Center is closed on holidays and other days the College is closed.

On the Middletown campus, placement assessment is conducted in Room 126. Check-in hours are:

- Tuesday, 9 a.m. to noon
- Wednesday, 11 a.m. to 2 p.m.
- Thursday, 1 p.m. to 5 p.m.
- First Saturday of each month, 8 a.m. to 10 a.m.

Visit the Placement Test (<http://www.cincinnati.edu/academics/admission/placement-testing>) section of the College website for additional information, or call (513) 861-7700. The Testing Center is closed on holidays and other days the College is closed.

### Other guidelines for placement assessment:

- Please allow 2 hours and 40 minutes for testing.
- A photo ID is required to complete testing. All state IDs must be current.
- For everyone's safety, children are not permitted in the testing lab, and the College does not provide childcare for this purpose.
- No food or drink is permitted in the testing labs.
- Testing materials such as pencils and scrap paper are provided by the Testing Center. An online calculator will appear for appropriate math questions; personal calculators are not allowed.
- Applicants will be asked to store other items in their vehicles or in a small locker provided by the Testing Center. The College and its staff will not be held responsible for any items.

- Each applicant may complete placement assessment only once, unless an academic advisor recommends retesting. There is no fee for the first testing.
- Sample questions for the Accuplacer assessment and other guides to test preparation are available in the Placement Test (<http://www.cincinnati.state.edu/academics/admission/placement-testing>) section of the College website.

## Placement Test Waiver Request

Students with transfer credit from a regionally accredited institution in college-level English composition and algebra, with a grade of C or higher, may not need to complete the entire placement assessment. To qualify for the waiver, students must:

- Request an official copy of the college/university transcript(s) that is sent from the institution where credit was earned to the Cincinnati State Office of Admission.
- Submit an online Placement Test Waiver Form ([https://web3.cincinnati.state.edu/eforms/eform.aspx?form\\_id=168](https://web3.cincinnati.state.edu/eforms/eform.aspx?form_id=168)).

## ACT or SAT in Lieu of Accuplacer Assessment

Applicants who have taken the ACT<sup>®</sup> or SAT<sup>®</sup> **within the past two years** may be exempted from taking the Accuplacer assessment.

Students who did not previously authorize ACT or SAT to send scores to Cincinnati State may request that the scores be sent by contacting the appropriate service:

- ACT - [www.ACTstudent.org](http://www.ACTstudent.org) (<http://www.ACTstudent.org>) (ACT School Code: 5570)
- SAT - [collegeboard.org](http://collegeboard.org) (<http://collegeboard.org>) (SAT School Code: 1984)

Separate charges may apply. Scores must be received directly from ACT or SAT.

After receiving the ACT or SAT scores, appropriate placement and/or need for additional assessment will be determined.

- ACT English/Reading: Applicants who score 17 or lower on ACT English **and also** score 20 or lower on ACT Reading must complete the Reading and Writing portion of the Accuplacer assessment. (If one of these two scores is above the minimum, the Accuplacer assessment is waived.)
- ACT Math: Applicants with ACT Math scores lower than 22 must complete the Math portion of the Accuplacer assessment.
- SAT English/Reading: Applicants who score 429 or lower on SAT English **and also** score 449 or lower on SAT Reading must complete the Reading and Writing portion of the Accuplacer assessment. (If one of these two scores is above the minimum, the Accuplacer assessment is waived.)
- SAT Evidence Based Reading/Writing: Applicants who score 479 or lower on SAT Evidence Based Reading and Writing must complete the Reading and Writing portion of the ACCUPLACER assessment.
- SAT Math: Applicants with SAT Math scores lower than 520 must complete the Math portion of the Accuplacer assessment.

## COMPASS in Lieu of Accuplacer Placement Testing

Applicants who have taken the COMPASS<sup>®</sup> test **within the past two years** may be exempted from taking the Accuplacer assessment.

- Applicants may submit a copy of COMPASS scores via postal mail, fax, or email, or information may be hand-delivered to the Office of Admission.

## Placement Testing Accommodations

Prospective students who have a permanent disability as defined by the Americans with Disabilities Act and the Rehabilitation Act of 1973 may wish to seek an accommodation or waiver of part or the entire placement test.

Students making such a request must submit proper documentation of their disability for review. Students should contact the Office of Disability Services at (513) 569-1775 or email [disabilities@cincinnati.state.edu](mailto:disabilities@cincinnati.state.edu) for more information.

## Institutional Transfer

### State of Ohio Policy for Institutional Transfer

**Note: The following information is the policy statement of the Ohio Department of Higher Education, published at <https://www.ohiohighered.org/transfer/policy/appendices> in Appendix F.**

The Ohio Department of Higher Education in 1990, following a directive of the 118<sup>th</sup> Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125<sup>th</sup> Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. Additional legislation from the 125<sup>th</sup> Ohio General Assembly also initiated the development of a statewide system for articulation agreements among state institutions of higher education for transfer students pursuing teacher education programs.

Action by the 126<sup>th</sup> Ohio General Assembly led to the establishment of criteria, policies, and procedures for the transfer of technical courses completed through a career-technical education institution; and standards for the awarding of college credit based on Advanced Placement (AP) test scores.

Legislation from the 130<sup>th</sup> Ohio General Assembly required public institutions of higher education to: use baseline standards and procedures in the granting of college credit for military training, experience, and coursework; establish an appeals process for resolving disputes over the awarding of credit for military experience; provide specific assistance and support to veterans and service members; adopt a common definition of a *service member* and *veteran*; and establish a credit articulation system in which adult graduates of public career-technical institutions who complete a 900 clock-hour program of study and obtain an industry-recognized credential approved by the Chancellor shall receive 30 college technical credit hours toward a technical degree upon enrollment.

While all public colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the Transfer Policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education has established an articulation and transfer clearinghouse to receive, annotate, and convey transcripts among public colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

### Acceptance of Transfer and Articulated Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in or after Fall 2005 from Ohio public institutions of higher education. Students who successfully completed Associate of Arts (AA) or Associate of Science (AS) degrees prior to Fall 2005 with a 2.0 or better overall grade-point average would also receive credit for all college-level courses they have passed. While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting.

Pass/Fail courses, credit-by-examination credits, experiential learning courses, and other non-traditional credit courses that meet these conditions will also be accepted and posted to the student record.

### Application of Transfer and Articulated Credit

*Application of credit* is the decision process performed by the receiving institution to determine how the credits it has accepted and recorded on the student's official academic transcript will or will not apply toward program and degree requirements. While the receiving institution makes this decision, it will do so within the parameters of this Policy.

The following guidelines and requirements shall govern the application of transfer and articulated credit:

#### Ohio Transfer Module

The Ohio Department of Higher Education's Articulation and Transfer Policy established the Ohio Transfer Module, which may be a subset or the entire set of a public higher education institution's general education curriculum in Associate of Arts (AA), Associate of Science (AS) and baccalaureate degree programs. Students in applied associate degree programs may complete some individual Ohio Transfer Module courses within their degree program or continue beyond the degree program to complete the entire Transfer Module. The Ohio Transfer Module contains 36-40 semester or 54-60 quarter hours of course credit in English composition (minimum of 3 semester or 5 quarter hours); mathematics, statistics and logic (minimum of 3 semester or 3 quarter hours); arts and humanities (minimum of 6 semester or 9 quarter hours); social and behavioral sciences (minimum of 6 semester or 9 quarter hours); and natural sciences (minimum of 6 semester or 9 quarter hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Ohio Transfer Module. Courses for the Ohio Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each public university

and technical and community college is required to establish and maintain an approved Ohio Transfer Module.

Ohio Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Ohio Transfer Module course(s) or the full Ohio Transfer Module at another college or university once the student is admitted.

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

### Transfer Assurance Guides

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

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

### Career-Technical Assurance Guides

Collaboration among the Ohio Department of Higher Education, the Ohio Department of Education, and other key stakeholders led to the development of policies and procedures to create statewide career-technical discipline specific articulation agreements and further ensure that students completing coursework at an adult or secondary career-technical institution can articulate and transfer agreed-upon technical courses/programs to any Ohio public institution of higher education and among Ohio public institutions of higher education "without unnecessary duplication or institutional barriers."

Career-Technical Assurance Guides (CTAGs) are statewide articulation agreements that guarantee the recognition of learning which occurs at public adult and secondary career-technical institutions and have the opportunity for the award of college credit toward technical courses/programs at any public higher education institution. CTAGs serve as advising tools, identifying the statewide content guarantee and describing other conditions or obligations (e.g., program accreditation or industry credential) associated with the guarantee.

### Military Transfer Assurance Guides

In response to the legislative requirement (Ohio Revised Code 3333.164) to create a military articulation and transfer assurance guide for college-level learning that took place through military training, experience, and coursework, college credit will be granted to students with military training, experience, and/or coursework that is recognized by the American Council on Education (ACE) or a regionally accredited military institution, such as Community College of the Air Force

In order to streamline the awarding, transferability, and applicability of college credit, service members and veterans are guaranteed to earn certain types of credit(s) or course(s) as specified in the Military Transfer Assurance Guides (MTAGs), which are based on the endorsed baseline standards and procedures by the Chancellor. Equivalent course(s), credits for courses, or block of credit is to be awarded and applied towards general education and/or major course requirements at the receiving institution in accordance with the MTAG guarantee. There is some training, experience, and coursework that the receiving institution may be able to award college credit only toward general or free electives.

In addition, public institutions of higher education shall ensure that appropriate equivalent credit is awarded for military training, experience, and coursework that meet the baseline standards and procedures according to the Ohio Revised Code 3333.164. This requirement goes beyond credit/course awarded based on the MTAG alignment process.

### **Apprenticeship Pathway Programs**

The Apprenticeship Pathways initiative advocates for individuals completing apprenticeships by incorporating their learning into academic credit, thereby saving them time and money and encouraging them to advance their academic credentials to contribute to a strong, educated workforce.

Ohio apprenticeship programs partner with public two-year institutions to provide technology-specific statewide articulation agreements that recognize non-traditional prior learning. College credit is awarded toward a technical associate degree. Each agreement simplifies student advising by outlining how apprenticeship training in a certain pathway applies to an applied associate degree and lists remaining courses required to complete the degree. The application of the credit toward a technical associate degree in these agreements is guaranteed at the participating receiving institutions.

### **Advanced Placement (AP) Exams**

The State of Ohio, working with public institutions of higher education, has initiated policies to facilitate the ease of transition from high school to college, as well as between and among Ohio's public colleges and universities.

Beginning in the Fall term 2009:

1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill(s) a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards

graduation where such elective credit options exist within the academic major.

4. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics – STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

### **One-Year Option Credit Award**

The One-Year Option builds upon Ohio's articulation and transfer system to help more adults accelerate their preparation for work by earning a technical associate degree. Consistent with the philosophy of the Career-Technical Assurance Guides (CTAGs), the One-Year Option guarantees that college credit will be awarded for college-level learning that occurs through adult programs at public career-technical institutions.

Adults who complete a career-technical education program of study consisting of a minimum of 900 clock-hours and achieve an industry-recognized credential approved by the Chancellor shall receive thirty (30) semester hours of technical course credit toward a standardized Associate of Technical Study Degree (ATS) upon matriculation at a public institution of higher education that confers such a degree. The 30 semester hours will be awarded as a block of credit rather than credit for specific courses. Proportional credit is to be awarded toward the ATS degree for adults who complete a program of study between 600 and 899 clock hours and achieved an industry-recognized credential approved by the Chancellor.

The credit earned through the One-Year Option will be applied to ATS degrees bearing the following standardized degree titles:

1. Associate of Technical Study in Building and Industrial Technology
2. Associate of Technical Study in Business Technology
3. Associate of Technical Study in Health and Allied Health Technology
4. Associate of Technical Study in Information Technology
5. Associate of Technical Study in Services Technology

### **Conditions for Transfer Admission**

1. Graduates with associate degrees from Ohio's public institutions of higher education and a completed, approved Ohio Transfer Module shall be admitted to a public institution of higher education in Ohio, provided their cumulative grade-point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over graduates with an out-of-state associate degree and other transfer students with transferable and/or articulated college credit.
2. Associate degree holders who have not completed the Ohio Transfer Module from an Ohio public institution of higher education will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in or who have not earned an degree



but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree with a cumulative grade-point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.

4. Students who have not earned an associate degree or who have not earned 60 semester/90 quarter hours of credit with a grade-point average of at least a 2.0 for all previous college-level courses will be eligible for admission as transfer students on a competitive basis.
5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

The admission of transfer students by an institution, however, does not guarantee admission to any majors, minors, or fields of concentration at the institution. Some programs have additional academic and non-academic requirements beyond those for general admission to the institution (e.g., background check, a grade-point average higher than a 2.0, or a grade-point average higher than the average required for admission to the institution). Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

### Responsibilities of Students

To maximize transfer credit application, prospective transfer students must take responsibility for planning their course of study to meet both the academic and non-academic requirements of the institution to which they desire to articulate or transfer credit as early as possible. The student is responsible to investigate and use the information, advising, and other available resources to develop such a plan. Students should actively seek program, degree, and transfer information; meet with an advisor from both the current and receiving institutions to assist them in preparing a course of study that meets the academic requirements for the program/degree to which they plan to transfer; use the various electronic course/program transfer and applicability database systems, including Ohio Transfer to Degree Guarantee web resources; and select courses/programs at their current institution that satisfy requirements at the receiving institution to maximize the application of transfer credit. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are foreign language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will better articulate with the receiving institution's major.

### Appeals Process

Following the evaluation of a student transcript from another institution, the receiving college institution will provide the student with a Statement of Transfer and Articulated Credit Applicability (Degree Audit Report). A student disagreeing with the application of transfer and/or articulated credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the Statement of Transfer and Articulated Credit Applicability. The institution shall

respond to the appeal within thirty (30) days of the receipt of the appeal at each appeal level.

### Student Complaints Following Transfer Appeals at the Receiving Institution

After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to Ohio Articulation and Transfer Policy against public, independent non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions.

## Cincinnati State's Policy for Transfer of Credit

The Cincinnati State Policy for Transfer of Credit is in compliance with the Ohio Department of Higher Education Transfer and Articulation Policy.

Coursework earned at a regionally-accredited institution of higher education with a grade of D or better will be accepted as transfer credit. Courses completed prior to Fall 2005 at a regionally accredited institution in which a passing grade of C was earned are also transferable.

Students who successfully completed an associate's degree or higher-level degree at a regionally-accredited institution prior to Fall 2005 with a 2.0 or better overall grade point average also receive credit for all college-level courses they passed. After the evaluation of transfer work is complete, the student receives by email a Transfer Evaluation Report, which lists all credits awarded in transfer and the equivalent Cincinnati State courses that have been assigned. In the event no equivalent course at Cincinnati State can be assigned, the transfer course is accepted as elective credit. Whether the courses accepted as elective credit are applicable to the student's degree or certificate program is at the discretion of the program chair or academic advisor. At the same time the Transfer Evaluation Report is provided, the student will be informed of the College's appeals process.

In situations where coursework is five years old or older, or where requisite skills may have been lost, courses previously taken at other institutions are subject to review by the faculty and dean of the division that offers the equivalent course(s). Those courses reviewed that do not meet current program requirements and standards will not count toward degree or certificate requirements.

Transfer credit accepted at Cincinnati State appears on a student's transcript as a cumulative number of hours accepted.

## Cincinnati State Transfer Module Appeal Process

If a student transferring into Cincinnati State is dissatisfied with the credit awarded as part of the Transfer Module program of the State of Ohio, an internal appeal process and an external appeal process are both available.

The internal appeal process must be utilized first. At Cincinnati State, the internal appeal process for a student dissatisfied with credit

awarded as part of the Transfer Module program is the College Academic Appeals Procedure, described elsewhere in this catalog.

The external appeal process may be utilized only after the internal appeal process has been completed and the student remains dissatisfied with the College's award of credit. The external appeal will be conducted by the Statewide Appeals Review Committee. More information is available from the Ohio Department of Higher Education at <https://www.ohiohighered.org/students/complaints>.

## College Credit Plus

### College Credit Plus

College Credit Plus (CCP) gives students in grades 7 through 12 the opportunity to take college courses at no cost to students and families, and to earn both college credit and high school credit before graduating from high school. The program promotes rigorous academic pursuits and provides a variety of options for eligible high school students to get an early start toward completing a college degree.

Through Ohio's CCP program, public school students may take Cincinnati State courses with no cost for tuition, books, or fees. Students at non-public schools or homeschools participating in CCP may have limited costs. Students from private high schools and homeschool students must apply to the Ohio Department of Education to receive funding to underwrite their costs; otherwise, Cincinnati State may bill students for courses registered.

Qualified students may take college courses:

- In the high school classroom, taught by a high school teacher who has been approved to teach the college course
- At any Cincinnati State campus location, taught by Cincinnati State faculty
- Online, taught by Cincinnati State faculty

All college courses taken as a CCP student result in both high school credit toward high school graduation, and college credit at Cincinnati State. Upon graduation from high school, students can continue their education at Cincinnati State to complete an associate's degree or certificate program, or can transfer college credits earned to another Ohio college or university.

### Program Eligibility

The CCP program is for Ohio residents only. Ohio residents who intend to participate in CCP must file a Letter of Intent with their local school district each academic year by April 1.

Students who are eligible for the CCP Program are funded for a specific number of credit hours as determined by a state-provided formula. The families of students who register for additional credit hours are responsible for tuition and fees that exceed the approved number of credit hours.

Students who are not Ohio residents are not eligible for the CCP Program. Though non-Ohio residents cannot participate or receive funding, they may be able to enroll in College courses at the applicable non-resident or international tuition rate. For more information, contact the College Office of Admission at (513) 861-7700.

## Academic Eligibility

Student eligibility requirements align with the Ohio Remediation-Free Standards. Appropriate placement scores, or alternative institutional placement procedures, are required for placement into selected courses.

To be accepted and enroll in CCP courses, students must meet one of the following requirements for each of the subject areas:

### English & Social Sciences

- Successful completion of two units of College Prep English/ Language Arts with a minimum of a B average and the high school's recommendation, **OR**
- An ACT sub-score of 18 in English and 21 in Reading, or a college-ready score on the College's placement test

### Math & Science

- Successful completion of Algebra II or its equivalent with a minimum of a B average and the high school's recommendation, **OR**
- An ACT sub-score of 22 in Math, or a college-ready score on the College's placement test

### Technical Courses

- Other requirements may be identified that are specific to each course.

## For additional CCP information:

- For students taking courses on the College campus, contact the Office of Admission at (513) 861-7700.
- For students taking courses off-campus at partner high schools, contact the Off-Campus Programs office at (513) 569-4988.



# Financial Information\*

## Setting the cost of attending Cincinnati State

The Ohio Department of Higher Education provides a “state share of instruction” subsidy to Cincinnati State for each Ohio resident enrolled, along with other types of financial support.

However, the total revenues received from the state are less than half of the College’s annual operating costs. The balance must come from tuition, fees, and other sources.

As with most institutions of higher education, Cincinnati State charges a higher tuition rate to out-of-state students since the College does not receive a subsidy to pay for their education.

Because of reciprocity agreements that have been negotiated with government officials in Kentucky and Indiana, however, residents in those states who live within commuting distance of Cincinnati State can obtain in-state tuition rates for most programs. Additional information about these agreements is in the Residency (p. 167) section of this catalog.

## Making college affordable

The Cincinnati State Office of Financial Aid assists in making college affordable, by helping current and prospective students learn about and apply for available grants, scholarships, loans, and work-study programs.

The Financial Aid Office is located in Room 155 Main Building (Clifton Campus).

Phone: (513) 569-1530

Email: fam@cincinnati-state.edu

## Residency

### General Guidelines Defining Ohio Residency

The following persons are classified as residents of the State of Ohio for tuition surcharge purposes. (Documentation supporting the student’s request for classification as an Ohio resident is required.)

1. A dependent student, at least one of whose parents or legal guardian has been a resident of the State of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
2. A person who has been a resident of Ohio for the purpose of this rule for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and had not directly or indirectly received in the preceding 12 consecutive months, financial support from other persons or entities who are not residents of Ohio for all other legal purposes.
3. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of the semester of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the

benefit of favorable tuition rates. Documentation is required.

Residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside of Ohio less than 12 months after accepting employment and establishing domicile in Ohio.

4. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for tuition surcharge purposes.
5. A person who enters and currently remains on active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio as long as Ohio remains the state of such person’s domicile.
6. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio.

A dependent person classified as a resident of Ohio for these purposes as a result of (1) listed above and who is enrolled in an institution of higher education when his/her parents or legal guardian removes their residency from the State of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic program.

In considering residency, removal of the student or the student’s parents or legal guardian from Ohio shall not, during a period of 12 months following such removal, constitute relinquishment of Ohio residency status otherwise established under items (1) or (2) listed above.

A person transferred by his or her employer beyond the territorial limits of the 50 states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes, and his or her dependents, shall be considered residents for these purposes as long as Ohio remains the state of such person’s domicile and as long as such person has fulfilled his or her tax liability to the State of Ohio for at least the tax year preceding enrollment.

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

Any person once classified as a non-resident, upon the completion of 12 consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such a person in fact wants to be reclassified as a resident. Should such a person present clear and convincing proof that no part of his or her financial support is or in the preceding 12 months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such a person shall be reclassified as a resident.

Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification. Evidentiary determinations under this rule shall be made by the institution, which will require the submission of documentation regarding the sources of a student’s actual financial support and other documentation. Criteria which may

be considered in determining residency for tuition purposes may include, but are not limited to:

Criteria evidencing residency:

1. If a person is subject to tax liability under section 5747.02 of the Ohio Revised Code
2. If a person qualifies to vote in Ohio
3. If a person is eligible to receive state welfare benefits
4. If a person has an Ohio driver's license and/or motor vehicle registration
5. If a person has a signed and binding lease/deed to a domicile in the State of Ohio

Criteria evidencing lack of residency:

1. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation)
2. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of welfare benefits

**IMPORTANT:** An individual's immigration status will affect his or her ability to obtain resident status for tuition purposes. Contact the Office of the Registrar, phone (513) 569-1522 or registraroffice@cincinnati-state.edu (xregistraroffice@cincinnati-state.edu) for more information. Additional information and guidelines concerning residency are available in the Office of the Registrar.

## Ohio Residency for Tuition Surcharge Purposes

Tuition is charged on the basis of residence in the State of Ohio and residence outside of the State of Ohio. A student with a question of their right to claim legal residence in the State of Ohio for educational purposes may request the College review their residency status.

- The student initiates the review process by submitting a completed Review of Residency form, available from the Tuition Residency Guidelines (<https://cincinnati-state.edu/reciprocity>) page of the College website.
- The Review of Residency form should be submitted to the Cincinnati State Office of the Registrar at least five working days prior to the beginning of the semester in which the student plans to enroll.

Proof of residency documentation is required when requesting a review of residency. Documentation includes:

- An Ohio driver's license or Ohio state identification card is required.
- A lease, deed, or notarized letter to validate living in the state is required.
- Proof of paying Ohio income tax, bank statements, voter registration card, and employment documents and letters all can be considered support documents to validate residency status.
- Other documents may be requested as needed.

## Forever Buckeye

Forever Buckeye (<https://www.ohiohighered.org/forever-buckeyes>) extends the in-state resident tuition rate to any public or private Ohio high school graduate who leaves the state but returns to enroll in an undergraduate or graduate program at an Ohio college and also establishes residency in Ohio. The Forever Buckeyes provision of law removes the 12-month period of establishing domicile in Ohio before becoming eligible for in-state tuition rates.

## Tuition Reciprocity for Indiana Residents

Cincinnati State Technical and Community College does not charge out-of-state tuition to residents of Adams, Allen, Blackford, Clark, Dearborn, Decatur, Delaware, Fayette, Floyd, Franklin, Henry, Jay, Jefferson, Jennings, Ohio, Randolph, Ripley, Rush, Scott, Switzerland, Union, Washington, Wayne, and Wells counties in Indiana who are admitted to the College in either a degree or certificate program under the reciprocity agreement between Ohio and Indiana.

The only programs excluded from the reciprocity agreement with Indiana are the Nursing programs, including the associate's degree in Nursing (NUR and NURP) and the Practical Nursing certificate (PNC).

To be admitted a student must submit an admission application, have high school and college (if applicable) transcripts mailed to Cincinnati State, and complete the college placement/assessment test. Students must be admitted to the College and received their letter of admission to be eligible for in-state tuition.

This same reciprocity agreement enables residents of Butler, Darke, Mercer, Preble, Shelby, and Van Wert counties in Ohio to attend and pay Indiana resident tuition rates at Ball State University, Indiana University East, Ivy Tech Community College of Indiana-Region 6, Ivy Tech Community College of Indiana-Region 9 and Purdue University College of Technology at Muncie and Richmond in courses or programs not specifically excluded from this agreement by each institution.

For more information regarding tuition reciprocity for Indiana resident please visit the tuition and fees (<http://www.cincinnati-state.edu/admission-financial-aid/admissions/tuition-fees/tuition-fees/?searchterm=tuition%20residency>) page of the College website.

## Tuition Reciprocity for Northern Kentucky Residents

Cincinnati State does not charge out-of-state tuition to residents of Boone, Bracken, Campbell, Carroll, Gallatin, Grant, Kenton, and Pendleton counties in Kentucky who are approved to enroll at Cincinnati State under the reciprocity agreement between Ohio and Kentucky.

To qualify for reciprocity, students must be admitted to Cincinnati State as degree-seeking (matriculated) students and enroll in eligible associate's degree programs. To be admitted a student must submit an application for admission, have high school and college (if applicable) transcripts mailed to Cincinnati State, and complete the college placement/assessment test. Certificate programs are excluded from this tuition reciprocity agreement.

This same reciprocity agreement enables graduates of Cincinnati State who are residents of Butler, Clermont, Hamilton, and Warren

counties in Ohio to enroll in certain baccalaureate degree programs at Northern Kentucky University and pay Kentucky resident tuition rates. Graduates must satisfy all NKU regular transfer admission requirements, including any requirements of the specific baccalaureate program.

For more information regarding tuition reciprocity for Northern Kentucky residents please visit the tuition and fees (<http://www.cincinnati.edu/admission-financial-aid/admissions/tuition-fees/tuition-fees/?searchterm=tuition%20residency>) page of the College website.

## Tuition and Fees

### Tuition and Fees

Please visit the Tuition and Fees (<https://cincinnati.edu/academics/admission/tuition-overview/tuition-rates-and-fees>) page of the College website for current tuition, fees, and other costs. The information provided below reflects rates in effect for the 2016-2017 academic year, which ends in August 2017.

### Tuition

Tuition includes instructional fee, general fee, and other non-instructional service fees. Non-resident fees include a non-resident surcharge. The tuition rates below are applicable as of June 2017 and are subject to change.

### Tuition per Credit Hour

In-State Tuition	Out-of-State Tuition
\$148.64	\$297.28

Credit Hours Taken	In-state Tuition	Out-of-state Tuition and Surcharges
1	\$148.64	\$297.28
2	\$297.28	\$594.56
3	\$445.92	\$891.84
4	\$594.56	\$1,189.12
5	\$743.20	\$1,486.40
6	\$891.84	\$1,783.68
7	\$1,040.48	\$2,080.96
8	\$1,189.12	\$2,378.24
9	\$1,337.76	\$2,675.52
10	\$1,486.40	\$2,972.80
11	\$1,635.04	\$3,270.08
12	\$1,783.68	\$3,567.36
13	\$1,932.32	\$3,864.64
14	\$2,080.96	\$4,161.92
15	\$2,229.60	\$4,459.20

**Kentucky and Indiana residents will be charged Ohio in-state tuition when applicable under reciprocity agreements.**

### Schedule of Fees

The fees listed below are applicable as of June 2017 and are subject to change.

### Lab Fees

- Standard lab fee: \$35 per lab contact hour
- Special lab fee: \$50 per lab contact hour for courses with the department codes listed below (fee covers consumable materials and/or special supplies and equipment used)
  - Aviation Maintenance Technology (AMT)
  - Culinary Arts (CUL)
  - Dietetics (DT)
  - Pastry Arts (PAS)
  - Personal Chef (PCC)
  - Welding (WLD)
- All Health and Public Safety Division courses, **not including** courses in Health and Fitness Technology (HFT), Health Information Management (HIM), Physical Education (PE), and Public Safety Technology (PST)

### Course Fees

- Academic Foundations course fee: \$10 per course
- Cooperative education course fee: \$30 per course
- Directed practice / practicum course fee: \$40 per course
- Web-based course fee: \$10 per credit hour
- Special course fee: Some courses have additional fees related to the cost of special supplies and equipment used in specific degree or certificate programs.

**The maximum amount charged for lab fees and/or course fees for any one course will not exceed \$350. This does not include the cost of course tuition.**

### Example: how to calculate tuition and fee costs for a course

An Ohio resident registers for semester class IM 100 Computer Literacy. This course is listed in the catalog with 1 lecture contact hour, 2 lab contact hours, and 2 total credit hours.

- Tuition is 2 (credit hours) x \$148.64 = \$297.28
- Lab fee is 2 (lab contact hours) x \$35 = \$70

Total tuition and lab fee for this class is \$297.28 + \$70 = \$367.28

### Other Fees

- Admission Application Fee: \$15 (one-time fee, payable at first registration)
- Extended Payment Plan Fee: \$60 per semester
- Facility Fee: \$9 per credit hour up to a maximum of \$82.50 per semester
- Late Registration Fee: \$100 per semester
- Registration Fee: \$9 per semester
- Technology Fee: \$37.50 per semester

### Parking Fees

Parking privileges are \$5 per day or \$75 per semester

*All fees are subject to change at the discretion of the College. Fees other than Tuition and Course/Lab fees are non-refundable.*

All fees for each semester must be paid by the end of that semester. Certificates, degrees, transcripts, and further registration activities are withheld until all financial obligations are fully paid.

## Books and Supplies

The cost of books and supplies can vary from semester to semester. Also, different programs have different requirements. For example, students in engineering technologies programs generally will spend more on supplies and equipment than students in business technologies programs. The first semester usually is the most expensive, as students purchase books and supplies at that time that will be used in later semesters also.

Students with pending financial aid in excess of their tuition and fees may charge books against their pending financial aid, using their SurgeCard (p. 158), at the College's Follett Bookstore (<http://www.cincinnati-state.edu/on-campus/bookstore/?searchterm=bookstore>) located on the ground floor of the ATLC Building (Clifton Campus).

## Cooperative Education Credit Charges

Charges for cooperative education class registration (co-op credits) must be paid on the established registration date. Review the program curriculum published in the academic division section of this catalog to determine the exact number of co-op credits required.

## Refund of Tuition Charges

Students are responsible for paying all charges incurred as a result of registering for classes. The College will not drop a student's classes or reduce tuition charges/fees due to a student's non-payment of those charges.

Students may receive a fee reduction for classes by formally withdrawing from those classes for any reason. The amount of the fee reduction is based on the date of withdrawal and calculated according to the College's published refund schedule. Refunds are disbursed to the student or/and a third-party payor. There also may be a reduction or loss of financial aid eligibility.

Refund checks are mailed to students within 14 days of financial aid disbursement if there is financial aid in excess of a student's tuition charges/fees.

1. Requests for refunds are considered only if the student officially drops the course. Students may utilize the online registration function of MyServices to drop courses at any time. Students may also drop a course at any time by completing and signing the official Registration Activity Form available in the Office of the Registrar.
2. The Admission fee, Registration fee and Late Registration fee are NOT refundable.
3. The following fees are not refundable unless the College cancels all classes for which the student registers:
  - Registration fee
  - Technology fee
  - Facility fee
  - Extended Payment Plan fee
  - Late Registration/Payment fees

4. The College's tuition refund schedule for standard semester courses is as follows:
  - Refunds for full-semester-length (15-week) classes dropped before the first day of the semester are calculated at a rate of 100% refund of the in-state or out-of-state tuition and course/lab fee for the dropped class. Students are not eligible for financial aid for these dropped classes.
  - Refunds for full-semester-length classes dropped from the first day of the semester through the seventh calendar day of the semester are calculated at a rate of 100% refund of the in-state or out-of-state tuition and course/lab fee only for the dropped class. Students are not eligible for financial aid for these dropped classes.
  - Refunds for full-semester-length classes dropped from the eighth to fourteenth calendar day of the semester are calculated at a rate of 50% refund of the in-state or out-of-state tuition fee and course/lab fee for the dropped class.
  - There is no reduction of charges for full-semester-length courses dropped after the fourteenth calendar day of the semester; however, there may be a reduction or loss of financial aid eligibility.
5. Refunds for flexibly-scheduled courses: Courses which have a beginning or/and ending date different than the first or last days of the standard semester schedule are considered flexibly-scheduled and have a prorated refund period applied to them. A 100% refund is applicable to a flexibly-scheduled course dropped in the first 7% period of that course's semester. A 50% refund is applicable to a flexibly-scheduled course dropped in the 8% to 14% period of that course's semester. No refund is applicable after the 14% period of the semester.
6. Refunds for cancelled courses: A refund of 100% is made to a student who has registered for a course that is cancelled by the College, if the student does not change to another course.
7. Refunds for students whose registration bill was paid by third party funding (financial aid, agency) are applied toward reimbursing the third party before any disbursement to the student.
8. If a student owes a financial obligation to the College, the refund is applied toward payment of the balance due before any disbursement to the student.
9. Students who do not follow the established dropped-class procedures of the College are not eligible for a refund.
10. Students who have questions concerning refunds should contact the Cashier's Office.
11. Appeals to this refund policy may be filed by completing and submitting an appeal form, available at the Cashier's Office.

*Cincinnati State Technical and Community College reserves the right to revise this statement of tuition refunds at any time.*

For more information contact the Cashier's Office, phone (513) 569-1580 or [cashier@cincinnati-state.edu](mailto:cashier@cincinnati-state.edu).

## Tuition Waiver for Senior Citizens

Tuition waivers are available for senior citizens who register to audit courses on a space-available basis during open registration periods. The waiver covers the in-state tuition fee; senior citizens must pay all other fees. Waivers are not applicable to non-audited courses or to non-credit courses. A senior citizen is defined as a student who is 60 years of age or older at the time of registration.



## Financial Aid and Scholarships

The Office of Financial Aid on the Clifton Campus (Room 155 Main) is open to assist students Monday through Friday. No appointment is necessary. Students are accommodated on a first-come, first-served basis.

Telephone assistance is available during office hours at (513) 569-1530, or send email to fam@cincinnatiastate.edu.

The goal of the Office of Financial Aid at Cincinnati State is to enable access to higher education by providing college financial planning and quality customer service to students and families in pursuit of their educational goals.

Cincinnati State awards approximately \$60 million annually from federal and state financial aid programs, private donors, and the College's own funds. More information is available in the Financial Aid and Scholarships (<https://cincinnatiastate.edu/academics/financial-aid>) section of the College website.

Financial aid is money in the form of scholarships, grants, loans, and employment through Federal Work-Study.

- Scholarships and grants do not have to be repaid. Scholarships are generally awarded on the basis of academic merit and/or financial need, while grants are typically awarded on the basis of financial need.
- Loans are borrowed money that must be repaid over a period of time, usually after the student leaves school.
- Federal Work-Study (FWS) is money that students earn by working at a part-time job with an office on- or off-campus.

## How to Apply

When you apply for admission to Cincinnati State, you can also apply for financial aid.

**To be considered for financial aid**, you must complete the Free Application for Student Financial Aid form (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (<http://www.fafsa.ed.gov>).

- Use Cincinnati State's Title IV School Code (010345) when filling out your FAFSA so that Cincinnati State's Financial Aid Office receives your information.
- FAFSA applications can be completed starting October 1 of each year to qualify for financial aid for the next academic year. (For example, October 1, 2017, is the date to start FAFSA for financial aid that would begin in August 2018, and would be used during the 2018-2019 academic year.)

The FAFSA includes all information necessary to determine the student's Expected Family Contribution (EFC). The FAFSA must be completed for consideration of most federal student aid programs.

Many states offer financial assistance to students based on the FAFSA results and the availability of funds each year.

Students and parents of dependent students must apply for a Federal Student Aid ID (FSAID) at [www.fsaidth.gov](http://www.fsaidth.gov) (<https://fsaid.ed.gov>) before they can complete the FAFSA.

- The FSAID can be used each year to electronically complete and sign the FAFSA, as well as to access Federal Student Aid records online.

To receive maximum consideration for certain programs, including the Supplemental Educational Opportunity Grant (SEOG), and Federal Work-Study (FWS), students should submit their FAFSA no later than February 15 of each calendar year.

After a FAFSA is submitted, students receive an email from Federal Student Aid with a Student Aid Report (SAR); students should keep all parts of this report. The College receives the results of each student's FAFSA electronically in seven to ten business days after it is filed.

Students receive notification from Cincinnati State if further documentation is needed, or when their financial aid award is available. Notification is provided using the applicant's/student's Cincinnati State email account (SurgeMail).

## How Financial Aid Awards are Calculated

Awards are calculated using the following formula:

- *Cost of Attendance (COA) minus Expected Family Contribution (EFC) equals Need*

Generally, financial aid is awarded to students based on need. A principle behind awarding need-based financial aid is that students and their families should pay for educational expenses to the extent they are able. A family's ability to pay for educational costs must be evaluated in an equitable and consistent manner.

To be fair to everyone, a standard federal formula is used to calculate a student's Expected Family Contribution (EFC). The information is derived from the student's completed Free Application for Federal Student Aid (FAFSA). Financial need is the difference between a student's total annual Cost of Attendance (COA) and the Estimated Cost of Attendance (EFC).

A student's need for financial assistance will differ from school to school because the cost of attendance will differ.

## Estimated Cost of Attendance (COA)

A student's COA is pro-rated based on the number of semesters enrolled. The tuition rates and fees below are applicable as of June 2017 and are subject to change. Student's aid cannot exceed the assigned COA, as follows:

In State	Independent	Dependent
Tuition	\$5,340	\$5,340
Room & Board	\$4,272	\$2,136
Books	\$1,764	\$1,764
Transportation	\$744	\$744
Personal	\$984	\$984
Fees	\$612	\$612
Total	\$13,716	\$11,580
Out of State	Independent	Dependent
Tuition	\$10,680	\$10,680
Room & Board	\$4,272	\$2,136

Books	\$1,764	\$1,764
Transportation	\$744	\$744
Personal	\$984	\$984
Fees	\$612	\$612
Total	\$19,056	\$16,920

Need based aid (Pell Grant, SEOG, Direct Subsidized Stafford Loans, Work-Study, and State Grants) is assigned first to students based on their EFC, priority filing (if applicable), and federal limits. Then, non-need-based aid (Direct Unsubsidized Stafford Loans, Direct PLUS Loans, Alternative Loans) is assigned to students by subtracting the need based aid from the COA, and using the federal limits to award aid for the difference. If a student received any other funding source (NEALP, scholarships, or outside assistance), the student's award must be re-adjusted to ensure the award does not exceed the COA. For the student's benefit, aid will be adjusted in the following order:

1. Alternative Loans
2. Direct PLUS Loan
3. Direct Unsubsidized Loan
4. Direct Subsidized Loan
5. Federal Work-Study (any unearned amount)
6. SEOG

All financial aid is awarded according to federal, state, and institutional guidelines. Financial aid is disbursed to students after the processing of no-show rosters is complete. Please see the section below on eligibility criteria for more information.

## Eligibility Criteria

In addition to specific requirements for individual aid programs, to receive financial aid at Cincinnati State you must:

- Be enrolled in or accepted into a degree program or eligible certificate programs (<https://cincinnati.state.edu/node/4648>) listed on the College website
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Have a high school diploma or General Education Development (GED) certificate
- Sign a statement certifying all federal student aid will be used only for educational purposes
- Not be in default on a federal student loan or owe money back on a federal student grant
- Not have been convicted for any illegal drug offense while receiving federal financial aid funds
- Register with the Selective Service (<https://www.sss.gov/default.htm>), if required
- Complete federal verification (if selected)
- Enroll in required courses for your program and attend classes for which you are registered
- Meet academic standards set by your financial aid award and Cincinnati State's policy for Satisfactory Academic Progress (<https://cincinnati.state.edu/academics/financial-aid/financial-aid-resources/satisfactory-academic-program>) (SAP) described on the College website

## Other financial aid information:

- Financial aid awards are adjusted appropriately for changes in a student's enrollment status.
- To be eligible for loans, a student must be enrolled in at least six eligible credit hours at the time of disbursement.
- Students are no longer eligible for financial aid once graduation requirements are met.
- Students are eligible for student aid only for classes that are applicable to their program.
- Students are not eligible for financial aid for a class after it has been passed, and is attempted a second time.

## Types of Aid

### Federal Grant and Loan Programs

The federal government provides various student financial aid programs to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

### Loans must be paid back. They include:

#### Federal Stafford Loan Program

Federal Direct Stafford loans (subsidized and unsubsidized) are low-interest loans made to students attending school on at least a half-time basis. At Cincinnati State, half-time means enrolled for at least six eligible credit hours per semester. Students may receive student loans only up to 150 percent of their academic program of study. Students are not required to make payments on subsidized or unsubsidized loans while enrolled at least half-time (six or more credit hours). Students are responsible for the interest that accrues on an unsubsidized loan. An option to have the interest capitalized on an unsubsidized loan is available.

At Cincinnati State, all first-time borrowers are required to complete an online loan entrance counseling session and Master Promissory Note (MPN) in order to receive loan proceeds. Students access the loan counseling session and (MPN) at [www.studentloans.gov](http://www.studentloans.gov) (<http://www.studentloans.gov>). Students interested in a loan must also complete a loan acceptance e-form and complete an F.L.Y. financial literacy session via MyServices.

#### Federal PLUS Loans – Loans for Parents

Federal PLUS loans enable parents of dependent students with good credit histories to borrow funds to help pay their child's educational costs. The student for whom a PLUS loan is borrowed must attend school on at least a half-time basis. To apply, parents should complete a prescreening for eligibility at [www.studentloans.gov](http://www.studentloans.gov) (<http://www.studentloans.gov>). In the event a parent is declined a PLUS loan, the student may qualify for additional unsubsidized loan funds. Cincinnati State will receive acknowledgement of the status of the loan when complete.

### Grants do not need to be paid back. They include:

#### Federal Pell Grant

Pell Grants are awarded to undergraduate students who demonstrate financial need based on their EFC. The annual maximum Pell Grant



is determined each year by the federal government. Pell Grants may be awarded to both full-time and part-time students and are pro-rated based on attendance. Eligible students may receive up to six years at full-time status, or 600% of their eligibility.

## Federal Work-Study

Federal Work-Study provides jobs for students with financial need, allowing them to defray educational expenses. The amount a student earns may not exceed the Work-Study award. When assigning work hours, supervisors consider a student's class schedule, Work-Study award amount, and employer needs. Work-Study awards are offered first to students with exceptional financial need. Priority is given to students who have completed their financial aid file by February 15 of each year. Funding is limited and is awarded based on the availability of funds. This program is intended to help train students for the labor market as well as meet their financial needs.

## Supplemental Educational Opportunity Grant (SEOG)

SEOG is for undergraduate students with exceptional financial need who are eligible to receive a Pell Grant. Priority for SEOG at Cincinnati State is given to students who have completed their financial aid file by February 15 of each year. Applying by February 15 does not guarantee receipt of SEOG for the upcoming academic year. Funding is limited and is awarded based on the availability of funds. SEOG may be awarded to both full-time and part-time students and is pro-rated based on attendance.

## Ohio State Grant Programs

The Ohio Department of Higher Education administers several state financial aid programs that provide assistance to college students based on a variety of criteria, ranging from need to academic achievement. More information on these programs is available at [www.ohiohighered.org/sgs](http://www.ohiohighered.org/sgs) (<https://www.ohiohighered.org/sgs>).

## Nurse Education Assistance Loan Program (NEALP)

The purpose of the NEALP is to provide financial assistance to students enrolled in approved nurse education programs in Ohio institutions and to encourage students to remain in Ohio as they enter the nursing profession. NEALP loans are limited to students in the RN program and are \$3,000 per year for a maximum of four years.

Repayment of a NEALP loan is cancelled on an annual basis though service as a full-time nurse in Ohio. More information is available at [www.ohiohighered.org/nealp](http://www.ohiohighered.org/nealp) (<http://www.ohiohighered.org/nealp>).

## Ohio Academic Scholarship

The Ohio Academic Scholarship program provides scholarships for up to four years for academically outstanding Ohio high school graduates on a competitive basis. The program's objective is to encourage Ohio students to attend an Ohio college or university. Ohio's academically top-ranked students are eligible and should contact their high school guidance counselor for more information.

## Ohio Safety Officers Tuition Waiver

This program provides tuition assistance to the children and spouses of peace officers, fire fighters, and certain other safety officers who are killed in the line of duty, anywhere in the United States.

The program also provides assistance to the children and spouses of a member of the armed forces of the U.S. who has been killed in the line of duty during Operation Enduring Freedom, Operation Iraqi Freedom or a combat zone designated by the President of the United States. The child is eligible for this program only if he or she is not eligible for the Ohio War Orphans Scholarship. More information is available at [www.ohiohighered.org/safety-officers-college-fund](http://www.ohiohighered.org/safety-officers-college-fund) (<https://www.ohiohighered.org/safety-officers-college-fund>).

## Ohio War Orphan's Scholarship

The Ohio War Orphan's Scholarship program awards tuition assistance to the children of deceased or severely disabled Ohio veterans who served in the armed forces during a period of declared war or conflict. To receive War Orphan's Scholarship benefits, a student must be enrolled for full-time undergraduate study at an eligible Ohio college or university. Ohio residency is required. Applicants must be under the age of 25. Scholarship benefits cover a portion (currently 77 percent) of instructional and general fee charges at two- and four-year public institutions and a portion of these charges at eligible private colleges and universities. More information is available at [www.ohiohighered.org/ohio-war-orphans](http://www.ohiohighered.org/ohio-war-orphans) (<http://www.ohiohighered.org/ohio-war-orphans>).

## Choose Ohio First Scholarship Program

The Choose Ohio First Scholarship Program awards Ohio colleges, universities and their business partners that have developed innovative academic programs to recruit and retain more Ohio students in science, technology, engineering, mathematics, and medical (STEMM) fields. Funding that these programs receive is used to offer scholarships to current and potential students. More information is available at [www.chooseohiofirst.org](http://www.chooseohiofirst.org) (<https://www.ohiohighered.org/cof>).

## Other Financial Aid Programs

### Cincinnati State Scholarship Program

The purpose of the scholarship program at Cincinnati State is to acknowledge and reward high academic achievement by helping deserving students finance their college educational costs. Current information about institutional scholarships and the application process is in the Scholarships (<https://cincinnati.state.edu/academics/financial-aid/financial-aid-types/scholarships>) section of the College website.

The Cincinnati State scholarship application deadline date is February 15 of each calendar year. Recipients of a scholarship from Cincinnati State must reapply each year.

Scholarship eligibility requirements include:

- U.S. citizenship or eligible non-citizen
- Accepted for enrollment into a degree or eligible certificate program prior to application deadline. Students are encouraged to apply early, at least 6 to 8 weeks prior to the scholarship deadline. In most cases this will allow enough time to complete the admission process.

- Minimum grade point average of 2.0 is required for most scholarships. (However, many scholarships require at least a 3.0 GPA.)
- Applicants must have their Free Application for Federal Student Aid (FAFSA) results on file.
- Two professional letters of recommendation, delivered in an electronic format.
- Completed electronic application.

Students who meet the eligibility criteria and complete all requirements to apply for a scholarship by February 15 each year (no exceptions) are considered for all scholarships for which they are eligible. The number and types of scholarships vary from year to year, depending on donations received for the scholarship program.

## Other (Non-Cincinnati State) Scholarship Opportunities

The public library is an excellent source of information on private sources of financial aid. Many companies have programs to help pay the costs of post-secondary education for employees and their family members. In addition, financial assistance is available from many foundations, religious organizations, fraternities, sororities, town and city clubs, local school boards, and civic groups. Information about these scholarships is available at no cost via the internet.

Students are also encouraged to review additional information in the External Scholarship Opportunities (<https://cincinnati.state.edu/academics/financial-aid/financial-aid-resources/external-scholarships>) section of the College website.

## Satisfactory Academic Progress (SAP) Policy

The Higher Education Act (HEA) of 1965 requires institutions of higher education to establish and apply standards of academic progress that must be met by all students receiving Federal Student Aid (FSA), under Title IV programs, including Federal Work-Study, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Subsidized and Unsubsidized Loans, and Parent PLUS Loan programs. These standards also apply to the following State of Ohio funded programs: Ohio Academic Scholars, NEALP, Frank O'Bannon, Choose Ohio First, and Ohio Safety Officer Scholarships.

All Cincinnati State scholarship recipients and C-State Accelerate recipients are expected to adhere to this policy as well.

The Satisfactory Academic Progress (SAP) Policy was established to encourage students to successfully complete courses and to progress satisfactorily toward degree completion.

- Successful completion of a course is defined as receiving one of the following grades: A, B, C, D, or S.
- The following grades/statuses are not considered as successful completion of a course: F, W, I, IP, U, N, or NS.

SAP includes a student's total academic history including any enrollment periods in which a student did not receive financial aid or received academic forgiveness. SAP will be reviewed after each semester for financial aid recipients. If it is determined that a student is not meeting SAP, the student will receive a warning e-mail at the end of the semester. Students will be allowed financial aid conditionally

for one additional semester of attendance, and future aid will be put on hold pending a review of grades. After the review of grades, if it is determined that a student is not meeting SAP, the student will receive a suspension e-mail indicating their financial aid has been suspended. The student must submit an SAP Appeal e-form for review in order to potentially receive any financial aid for the upcoming semester.

It is the student's responsibility to read, understand, and adhere to the SAP policy in order to remain eligible for financial aid. Failure to comply with this policy can result in the student's financial aid being terminated at Cincinnati State.

## Standards

There are three specific measurements of academic performance pertaining to financial aid eligibility.

### GPA

Students must maintain a cumulative GPA of at least 2.0 in order to remain eligible for financial aid.

### Maximum Time Frame (MTF)

Students are expected to complete a degree/certificate within a maximum time frame (MTF) of 150% of the published length of that program.

To determine how many credits a student may attempt for a given program, multiply the number of credits required to complete the program by 150%. For instance, if a program requires 64 credit hours to graduate, a student must complete their program within 96 credit hours ( $64 \times 1.5 = 96$ ).

Students will be notified when they have attempted a number of credit hours equivalent to 100% of their curriculum. If the student has not completed all courses necessary for graduation at 150% of their curriculum, their financial aid will be terminated. The student may appeal for additional financial aid funds if they are required to take more credit hours than are listed in the catalog.

Transfer credit hours are counted into the formula. Students who transfer more credit hours than are applicable to their program should complete an appeal.

All appeals for MTF should include the MTF appeal e-form and a progress review e-form completed by their academic advisor.

After a student graduates from one program, they are no longer eligible for financial aid. Students who wish to complete another degree or certificate must appeal.

## Course Completion

To ensure that students will graduate within the MTF of their program, they must complete 67% of all attempted credit hours. To determine a student's completion rate, the number of completed credit hours is divided by the number of attempted credit hours. For instance, if a student registers for 12 credits, but completes only 4 credits, their completion rate is 33% ( $4/12 = 33\%$ ).

## Satisfactory Academic Progress (SAP) Evaluation Guidelines

### SAP Warning

#### Approved SAP Appeal/SAP Probation

When an appeal is approved, the student's financial aid is reinstated, but with conditions. One such condition is Probation, which means the student must meet all aspects of SAP at the end of the semester. The other condition is an Academic Plan, which means the student must complete 75% of all credit hours each semester and receive a GPA of at least 2.5 each semester until all aspects of SAP are met.

Students who do not meet the conditions of their appeal will have their financial aid terminated again.

### Denied SAP Appeal

When an appeal is denied, the student is responsible for covering the cost of their own tuition and fees and may not receive financial aid until they meet all requirements of SAP. The Office of Financial Aid reserves the right to terminate a student's financial aid indefinitely at its discretion.

### SAP Conditions

#### Advanced Standing

Advanced standing credit hours received count as attempted and completed credit hours toward the maximum time frame (MTF) standard and completion percentage standard.

### Audits

Audited courses do not count towards course completion or maximum time frame. Students may not receive financial aid for these courses at any time.

### Change of Major

Students who decide to change their major will still have all credit hours of their original major counted toward the MTF calculation of their new major.

### Double Major

Students with a double major (earning two degrees) may receive 150% of the combination of both of their programs.

### Academic Foundation (AF) Courses

AF courses, which include English as a Second Language (ESL) courses, do not count toward the 150% MTF. However, these courses are limited to a maximum of 30 credit hours attempted, regardless of whether financial aid was used to pay for them.

### Academic Forgiveness

Students who receive Academic Forgiveness (described in the Academic Policies section of this catalog) are not exempt from meeting all aspects of the SAP Policy. If financial aid is terminated due to academic status, the student must submit an appeal for financial aid.

### Repeating Passed Courses

Students may receive financial aid for a previously passed course one time, regardless of whether financial aid was used to pay for the first attempt of the course. If the repeated class is subsequently dropped and not eligible for financial aid, it is still counted as a repeat and not further eligible for financial aid.

Courses taken under Cincinnati State's term calendar that have been equated to a semester course count as a repeat. Passed courses will count as complete only once, but will be counted as attempted each time the course is taken, for purposes of determining the student's course completion standard of SAP. The highest grade earned will be calculated into the grade point average.

### Prior Enrollment without Financial Aid

Students who previously did not use financial aid, but later begin to receive financial aid, are not exempt from meeting SAP. All credit hours attempted and completed, as well as GPA, must be taken into consideration in determining SAP, regardless of previous financial aid status.

### Re-Entry

Students who return to Cincinnati State following any length of separation are subject to meeting Satisfactory Academic Progress standards regardless of previous financial aid status. All courses attempted from prior enrollment will be considered in evaluating SAP.

### Transfer Students

A large number of transfer credits can place a student over the maximum time frame standard. In this case the student may appeal to determine what credits are applicable to their program, in order to recalculate their maximum time frame. Applicable credits are calculated into attempted and completed credits for purposes of determining completion rate. A student's GPA is not affected by credits transferred from prior institutions.

### Financial Aid/SAP Definitions

**Acceptable Documentation:** Doctor's note, birth certificate, obituary, unemployment benefits record.

**Attempted Course:** Courses that are not dropped before the end of the 100% refund period, or any repeated course.

**Double Major:** A student enrolled into two degree programs, two certificate programs, or one of each.

**Extenuating Circumstance:** A death in the family, hospitalization, loss of employment, and/or any other circumstance will be considered on a case-by-case basis. Students must provide appropriate documentation to support extenuating circumstances.

**Probation:** The granting of financial aid for one semester, based on an approved SAP appeal, to a student who did not meet SAP standards at the end of the prior semester.

**Transfer Student:** A student admitted to the College with credits earned from a prior institution.

## For more information

Please contact the Office of Financial Aid, Room 155 Main Building (Clifton Campus), phone (513) 569-1530 or email [fam@cincinnatiastate.edu](mailto:fam@cincinnatiastate.edu).

## Financial Aid Attendance/Withdrawal Policies

### Loan Eligibility and Less than Half-Time Enrollment

Students must be enrolled for at least half time (six credit hours or at least a part-time co-op) to be eligible for loans. Any time a Stafford loan-borrowing student withdraws to less than half time, takes off a semester, or enrolls for less than six credit hours, federal regulations require the student to complete exit counseling.

Even if the student intends to return to Cincinnati State with at least six credit hours, the student's repayment deferment time period begins when enrollment is less than six credit hours, and exit counseling is required. Students may complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov) (<http://www.studentloans.gov>).

### Non-Attendance of Classes

1. Instructors are required to document student attendance in each course meeting.
2. From the first day of the semester until the First Day to Withdraw for the semester, students who drop or withdraw from a course must identify whether or not they attended the course section.
3. A student who enrolls in a course but does not attend the course within the first two weeks will be designated a No Show (NS).
4. If there is a discrepancy between a student's self-reported attendance status and the attendance status reported by an instructor, the attendance status reported by the instructor will be the status of record.
5. Students are not permitted to begin attending a course section after an NS has been issued by the instructor.
6. The designation of NS will not appear on the student's transcript.
7. A student who receives an NS designation for a course is still financially responsible for payment for the course. State and federal financial aid is not applicable to a course for which a student has received an NS designation. A student is not permitted to withdraw from a course he or she did not attend or to which an NS has been assigned.

A student who receives what he or she believes is an incorrect NS designation for one or more classes may ask for a determination that this was an institutional error. Students who have been incorrectly marked with NS must wait until passing grades have posted to their academic record in order for the Office of Financial Aid to adjust the student aid for that semester.

If a student receiving Title IV aid receives an NS designation for one or more classes and does not receive an earned grade (such as an A, B, C, etc.) on completion of a class, no financial aid will be disbursed for such classes.

## Policy on Failure to Complete All Classes in a Semester for Federal Financial Aid Recipients

Federal Department of Education regulations require students to earn their eligibility for Title IV funds through attendance in classes. If a financial aid recipient ceases to be enrolled prior to the end of the semester, the student's eligibility for Title IV funding must be recalculated. The recalculation process may require that portions of the Title IV funding be returned to the funding source. Such students are subject to a financial aid re-calculation and must return a pro-rated portion of their financial aid to the Department of Education, leaving the student with a bill due to the College.

### For more information

Please contact the Office of Financial Aid, Room 155 Main Building (Clifton Campus), phone (513) 569-1530 or email [fam@cincinnatiastate.edu](mailto:fam@cincinnatiastate.edu).

# Academic Policies and Procedures\*

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This section of the catalog, and the related sub-sections, describe how academic performance is measured at Cincinnati State. The sub-sections include:

- policies for applying advanced placement and other external credits to Cincinnati State coursework
- policies and procedures related to registering for classes
- policies and procedures affecting academic matters such as grades and graduation

## Assessment of Learning Outcomes

All Cincinnati State students participate in assessment activities throughout their academic life at the College. In addition, the College collects and analyzes information from graduates, employers, advisory committee members, and other external sources to assist faculty and staff in monitoring the effectiveness of academic programs.

Cincinnati State is a member of the Academic Quality Improvement Project (AQIP) of the Higher Learning Commission, North Central Association of College and Schools. Under the auspices of the AQIP, and in congruence with the College mission statement, Cincinnati State has established the following criteria for assessing the general educational outcomes of Cincinnati State graduates.

A Cincinnati State graduate will be able to:

- Read critically, including the ability to analyze and interpret a variety of printed books, documents, and articles
- Produce clear, logical, correct, coherent, and properly documented prose
- Plan, write, and deliver an effective oral presentation
- Use mathematical skills to solve practical problems
- Analyze, interpret, and critically respond to non-print media/sources
- Explain how social, organizational, and technological systems work
- Display awareness of cultural, ethnic, gender, racial, and religious diversity
- Demonstrate self-management skills such as being able to accurately self assess, set personal goals, and monitor personal progress
- Demonstrate professional and ethical workplace practices by successful completion of cooperative education, clinical or practicum experience, or internships
- Function in the workplace both independently and as a member of a team
- Display a commitment to lifelong learning

## Equal Opportunity

Cincinnati State is committed to a policy of equal educational opportunities for all persons regardless of race, age, handicap, sexual orientation, national origin, or gender. This policy is adopted as a matter of law and as a matter of educational policy consistent with the goals and purposes of the College.

The College also adheres to a policy of equal employment opportunity and affirmative action to end any illegal pattern of discrimination and to overcome the effects of past discrimination.

## Credits Earned from Other Institutions

This section describes how Cincinnati State processes requests to accept credit for educational work completed at other institutions or in other settings.

### Advanced Standing Credit, General Policies (AC, CL, EC, EL, ET, EX, IB, TP, VO)

Advanced standing credit means that a student receives credit for completing a Cincinnati State course or cooperative education requirement by using one of the methods listed below to demonstrate successful completion of appropriate prior academic and/or work experience. Advanced standing credit is available to students who have been accepted into a degree or certificate program.

Students seeking advanced standing credit must follow College and divisional procedures published elsewhere in this catalog and/or on the College website.

The types of advanced standing credit are:

### External Proficiency Examination

The amount of credit given for an external proficiency examination is determined by the appropriate academic department.

- Credit may be awarded for Advanced Placement (AP) scores of three or higher. Credit is shown on the student's record as AC.
- Credit is awarded for College Level Examination Program (CLEP) scores based on the American Council on Education (ACE) recommendations of minimum scores for awarding credit. The ACE recommended score and semester hours may be viewed on the web at [www.collegeboard.com/student/testing/clep/scr\\_cg.html](http://www.collegeboard.com/student/testing/clep/scr_cg.html) ([http://www.collegeboard.com/student/testing/clep/scr\\_cg.html](http://www.collegeboard.com/student/testing/clep/scr_cg.html)). Credit is awarded for a score of 50 or more, with the exception of Level 2 Language in French (minimum score of 59), German (minimum score of 60), and Spanish (minimum score of 63). Credit is shown on the student's record as CL. Students should have their CLEP test scores sent to the Cincinnati State Office of Admission for processing.
- Credit may be awarded for International Baccalaureate program scores of five or higher. Credit is shown on the student's record as IB.

### Internal Cincinnati State Proficiency Exam

Credit is shown on the student's record as EC.

### Credit for Applicable Work Experience

Credit is shown on the student's record as EX.

### Credit for an External Certificate/Licensing Exam

Credit is shown on the student's record as EL.



## Credit for an External Formal Training Program

Credit is shown on the student's record as ET.

## Credit through Senior Vocational Teacher Referral

Credit is shown on the student's record as VO.

## Credit for Tech Prep Coursework

Credit is shown on the student's record as TP.

Some types of advanced standing credit are not available in some degree or certificate programs.

Students should be aware that advanced standing credit awarded by Cincinnati State may not be applicable to degrees at other colleges or universities. A student who intends to transfer to another college or university should consult with a transfer advisor at that institution concerning the transferability of Cincinnati State advanced standing credits.

Students should make arrangements to apply for advanced standing credit as soon as possible after admission to a program.

## Requesting Advanced Placement (AP Exam) Credit

Cincinnati State awards advanced standing credit to students who have completed Advanced Placement (AP) courses in high school and have achieved test scores at or above the level of three.

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities. For example:

1. Students obtaining an Advanced Placement (AP) exam score of three or above are awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received are applied towards graduation and satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit is awarded in the appropriate academic discipline and is applied towards graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of four or five is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics – STEM), students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

Students should have their AP test scores sent to Cincinnati State's Office of Admission for processing.

## Requesting International Baccalaureate Credit

Cincinnati State awards credit to International Baccalaureate (IB) diploma graduates for higher level subjects passed at a satisfactory level. Minimum scores vary, by subject area, from five to seven.

Credit may be awarded based on the recommendation of the appropriate Cincinnati State academic department or division.

Students should have their IB test scores sent by the International Baccalaureate Organization to Cincinnati State's Office of Admission for processing.

## Requesting Other Advanced Standing Credit

To obtain advanced standing credit for all other types of prior learning, students should:

1. Obtain a Petition for Advanced Standing Credit from the Office of the Registrar.
2. Meet with his/her program chair or academic advisor to determine eligibility for advanced standing credit, and to determine which faculty member should receive the completed petition and supporting documentation.  
Note that in situations where coursework or equivalent experience is five years old or older, or where requisite skills may have been lost, courses previously taken, or equivalent experience, are subject to review by the program chair and dean. Courses or equivalent experiences that do not meet current program requirements and standards will not count toward degree or certificate requirements.
3. Pay the advanced standing credit fee at the College Cashier's Office, where the petition is marked "paid." This step applies to students seeking advanced standing credit either through internal proficiency exams or through documented valid academic or work experience. There is a separate fee charged for each attempt to earn credit through an internal proficiency exam.
4. Submit the completed petition and supporting documentation to the appropriate faculty member, as determined in Step 2.

After the petition and related materials are reviewed by appropriate division personnel, and the request for advanced standing credit is approved or disapproved, the petition is forwarded to the Office of the Registrar and the student is notified of the results.

Students cannot earn credit through an exam for a course already completed at Cincinnati State. A course is defined as "completed" if a grade of A, B, C, D, F, S, U, or W has been issued.

## Waiver of English Composition Requirement Based on Earned Degree

A student who has earned an associate's or bachelor's degree at a regionally accredited college or university will receive a waiver, which will satisfy the Cincinnati State English Composition requirement for all degree and certificate programs. The waiver will appear on the student's transcript as "ENG REQC – Eng Comp Complete."

To receive this waiver, an official academic transcript from the degree-granting institution must be submitted to Cincinnati State, using procedures described in the Admission (p. 159) section of this catalog.

## Registration

Current registration deadlines for each semester are available on the Registrar's Important Dates Chart (<https://cincinnati.state.edu/academic-calendar/>) on the College website.

Students may register for classes using these methods:

- online using the MyServices section of the Cincinnati State website
- in person in the Office of the Registrar (Clifton Campus)
- by email to [registraroffice@cincinnati.state.edu](mailto:registraroffice@cincinnati.state.edu)
- by fax to (513) 569-1883 (Office of the Registrar)

## Administrative Withdrawal from Admitted Status and Readmission Process

An admitted student who has not enrolled in classes for three consecutive semesters is administratively removed from admitted status. To regain admitted status, students must reapply for admission by submitting a new Application for Admission and paying a \$15 non-refundable fee.

Students who are readmitted must meet the academic program requirements that are in effect at the time of readmission.

- Previously-admitted students who have not enrolled in any classes for **one (1) year** must:
  - Resubmit an Application for Admission.
  - Pay a \$15 non-refundable admission fee (charged to the student's first registration bill).
- Previously-admitted students who are reapplying **two (2) years to four (4) years** after their prior admission date must:
  - Resubmit an Application for Admission.
  - Retake the placement test. (You may be eligible for test wavier if you have taken college-level English and/or math courses.)
- Previously-admitted students who are reapplying **five (5) years or more** after their prior admission date must:
  - Resubmit an Application for Admission.
  - Resubmit all required documents.
  - Retake the placement test. (You may be eligible for test wavier if you have taken college-level English and/or math courses.)
- If you have **graduated from Cincinnati State** with a degree or certificate, but wish to resume studies at the College, you must submit a new Application for Admission.
  - You don't need to resubmit previously-submitted documents.
  - You may complete an online Test Waiver Form to waive the placement test.

For additional information, see the Admission Overview (<https://cincinnati.state.edu/academics/admission/admission-overview>) section of the College website.

## Changing Degree Programs

Students who wish to transfer from one degree or certificate program to another must complete the online Change of Major form found under Admission in the MyServices area of MyCState.

When a student transfers from one degree or certificate program to another, all courses attempted that apply to the new Degree Audit curriculum – with the exception of cooperative education courses – automatically transfer to the new program.

The Degree Audit curriculum is the official set of academic requirements in effect for new students at the time of admission to the degree or certificate program.

Course substitutions that were made for a former program do not apply automatically to the new program; the program chair or academic advisor for the program the student is entering must approve course substitutions.

The new program's Degree Audit curriculum serves as the basis for calculating the program GPA. Additional transfer of courses to the new program, including cooperative education courses, is based on evaluation of the student's coursework by the program chair.

In situations where coursework is five years old or older, or where requisite skills may have been lost, courses previously taken are subject to review by the program chair and dean. Those courses reviewed that do not meet current program requirements and standards will not count toward degree or certificate requirements.

## Completing More Than One Degree (Double Major)

When students are admitted to the College, they are considered to be seeking only one academic degree or certificate. In some cases, students may seek to "double major" by pursuing a second associate's degree in an area closely related to their initial degree program.

To be considered for a double major, students must first be fully admitted to an associate's degree program. Students in pre-admit status are not eligible to apply for a double major. Students seeking a certificate rather than a degree are not eligible to apply for double major status.

To be considered for a double major, students must apply for admission to the second program by completing a double major form available online under Admission in the MyServices area of MyCState. The academic division in which the student seeks the second major determines whether the student is eligible to pursue the second major.

Students granted double major status are expected to consult regularly with their program advisor (or advisors) to ensure they make appropriate progress in their degree programs. Students with questions or concerns about their academic status or goals should consult with their program advisor, or with the Office of Admission.

## Enrollment Status

Enrollment status is determined by the official number of credit hours for which a student registers each semester. Enrollment status often is used to help determine eligibility for financial aid, veteran's benefits, company and agency funding, health insurance benefits, and auto insurance.

Students are responsible for knowing their enrollment status and understanding the impact of changing their credit hours if using the add/drop process.

Cincinnati State defines a student's enrollment as follows:

Full-Time Enrollment	12 or more credit hours or full-time cooperative education or internship course
Full-Time Enrollment Co-op	2 credit hours = full-time status
3/4-Time Enrollment	9 - 10 - 11 credit hours
Half-Time Enrollment	6 - 7 - 8 credit hours or enrollment in a part-time (half-time) cooperative education or internship course
Half-Time Enrollment Co-op	1 credit hour = half-time status
Less than Half-Time Enrollment	5 or fewer credit hours

## Enrollment Verification

Students may submit enrollment verification request(s) to the Office of the Registrar. Depending on the information requested, enrollment verifications processed in the Registrar's Office may take up to five business days to complete. The National Student Clearinghouse is the College's verifying agent; students can see their enrollment status at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) (<http://www.studentclearinghouse.org>).

## Late Registration

Late registration begins on the day after On-Time Registration ends and continues until the end of the first week of the semester. Students who register for their first class after On-Time Registration ends will automatically be charged a \$100 non-refundable late registration fee. The instructor's approval will be required to add a class during the first week of the semester if the course is online, has already met, or is full. After classes begin each semester, all registration activity must be processed in the Registrar's Office.

Specific registration deadlines for each semester are available on the Calendar of Important Dates on the College website.

Registration is not permitted after the first week of the semester. Students who request to add classes after the first week of the semester will be provided academic advising, financial aid advising, and career counseling as needed. They will be directed to register for classes in a following semester.

## Name Changes

To request a name change, students must complete a Personal Data Change form available in the Office of the Registrar. All name change requests must be accompanied by a copy of official supporting documentation. Official documentation includes, but is not limited to, a valid driver's license, marriage license, divorce decree, or court order for official name change. Only a student's legal name is used on all records maintained or issued by the College.

## Prerequisite Requirements

Before a student is permitted to register for any course, they must successfully complete prerequisite requirements, or be currently enrolled in the course that is the prerequisite. A prerequisite can be satisfied by an appropriate score from the college placement/

assessment test or successful completion of a designated Academic Foundations (AF) course or another academic course prior to enrollment in the course with the prerequisite.

## Repeated Course

If a course is repeated, only the highest grade is computed in the calculation of the GPA. If a student earns the same grade upon repeating a course, only one grade is computed in the calculation of the GPA. The original course grade is still shown on the transcript with an indication that it is not calculated in the GPA.

## Limits to Repeated Course

A student who has received a grade of F, W, or any other grade twice for the same course cannot register for the course a third time without the approval of the student's program chair or academic advisor. The program chair/advisor may require the student to meet with an academic advisor to discuss potential for success in the student's current degree or certificate program.

Students receiving financial aid should be aware of other standards related to repeated courses, discussed in the Financial Information (p. 167) section of this catalog.

## Priority Registration

The registration period each semester consists of two overlapping segments or registration "windows":

- **Priority registration** is the time period set aside for active degree-seeking and certificate-seeking students, regardless of their accumulated credit hours.
- **Open registration** begins approximately one week after Priority registration begins. Students who are not seeking a degree or certificate may register at this time. Applicants who have not been admitted to a program may also register.

For specific dates of registration and additional information regarding online registration, please refer to the Office of the Registrar (<http://www.cincinnati.edu/admission-financial-aid/registrar/office-of-the-registrar>) section of the College website.

## Academic Forgiveness Policy

Students experiencing current academic success may adjust their GPA by petitioning to remove certain courses from their GPA calculation. Courses with earned grades of D, F, V, or WF that do not apply to the student's current degree or certificate program may be eligible. Courses taken in a previous completed degree program are not eligible.

Academic Forgiveness is a one-time, non-reversible option. Students who plan to transfer to another college or university should note that the new college or university may use all grades earned in computing GPAs for admission or other purposes.

## For Academic Forgiveness eligibility, students must:

- Be admitted to a degree or certificate program and have completed all Developmental Education, Academic Foundations, or English as a Second Language requirements.
- Have completed 12 credits or more successfully, after the last term/semester they earned grades of D or F—not including

coursework for which Satisfactory/Unsatisfactory grades are assigned.

## To request Academic Forgiveness, students must:

- Complete a petition for Academic Forgiveness (available in division offices) in consultation with their program chair or academic advisor. This petition lists courses in which the student earned grades of D, F, V, or WF and requests that these grades no longer be calculated in the grade point average.
- Complete a minimum of 12 additional credits and maintain a GPA of 2.0 or higher, and earn no grade lower than a C. Academic Foundations courses and co-op courses are not eligible.
- Submit the completed petition to the Office of the Registrar once the 12 additional credits have been earned.
- The Office of the Registrar evaluates the petition. If the student has successfully completed 12 credits with a semester grade point average of 2.0 or higher and earned no grade below a C, Academic Forgiveness is applied.
- After the petition is approved and Academic Forgiveness is applied, the following statement appears on the student's transcript: "The Academic Forgiveness policy has been applied to academic work at Cincinnati State prior to (semester/year of petition approval)." The eligible courses will not be removed from the academic record. A new cumulative grade point average is calculated, excluding the eligible courses.

## Academic Life

### Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, other faculty members, and some staff members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

### Academic Appeals Procedure

Cincinnati State Technical and Community College has adopted the following procedures to ensure students with legitimate concerns about academic processes (hereafter called "academic appeals") can resolve these concerns equitably.

Before using the steps below, a student is expected to attempt to resolve concerns directly with the instructor, within the semester immediately following the semester when the grade was issued.

1. A student is expected to bring his or her academic appeal first to his or her faculty advisor (program chair or cooperative education coordinator).

2. If the concern cannot be settled at this level, the student is expected to bring his or her academic appeal to the division dean or the dean's designee.
3. It is expected that most academic appeals will be resolved at the division level. However, if the concern cannot be resolved by the division dean, the student may continue the academic appeals process by meeting with an academic appeals panel. To initiate the appeals process, the student must submit a written request to appeal the decision of the division dean, including a statement of the concern that is to be addressed, and pertinent documentation, to the Provost. The Provost reviews all pertinent information in order to determine whether the appeal merits the formation of a panel. If the Provost determines that an appeals panel should appropriately be formed, the process continues to step four. If the Provost does not feel the student's appeal merits the formation of a panel, he/she meets with the student involved and relays his/her findings and recommendations.
4. If an academic appeals panel is convened, it is composed of one dean (excluding the dean of the division involved in the appeal), appointed by the Provost; and two faculty members, appointed by the Faculty Senate. The designated dean chairs the panel, solicits appointment of the faculty representatives, convenes meetings of the panel, and provides copies of necessary documentation to the other panel members. Documentation includes:
  - a. The student's written statement and other material the student wishes to submit
  - b. A written summary of the disposition of the case at the division level, prepared by the division's dean
  - c. The student's transcript, or any other related materials the panel may wish to examine.
5. The chair will convene a meeting that includes the student, the members of the panel, and other participants the panel may choose to invite to the meeting. The student has an opportunity to present his or her concern, and the panel members have the opportunity to ask questions and seek clarification. If the panel determines there are issues involved which are not academic concerns, the panel informs the student of appropriate measures to be taken.
6. The panel may, at its own discretion, refer the matter to the Academic Policies & Curriculum Committee (APCC) for advice and recommendations.
7. If the APCC is convened to review the appeal, the panel chair must ensure that all related documentation is submitted to the APCC chair one week prior to the APCC meeting. Any recommendations made by the APCC are submitted to the academic appeals panel for consideration.
8. The chair of the academic appeals panel forwards a recommendation along with all related documentation to the Provost. The Provost makes the final determination regarding the appeal and notifies the dean of the division involved in the appeal. That dean communicates this determination to the student who initiated the appeal.

### Absence for Participation in School Sponsored Activities

If a student must miss class because he or she is participating in a Cincinnati State sponsored co-curricular event (such as an athletic contest or a meeting of a professional organization), the absence



should be treated as excused and should not have a negative impact on the student's attendance grade for the course.

Students are responsible for providing their instructors with appropriate documentation prior to the event. Students must also make up any required work through a process and on a schedule to be determined by the course instructor.

It is understood that this waiver applies only to the attendance grade, and not necessarily to other components of the instructor's grading system.

## Absence for Religious Observance

Students are permitted to be absent from class to observe a religious holiday. It is the student's responsibility to notify instructors of this planned absence no later than the end of the first week of the academic semester. It is also the student's responsibility to make up any required work through a process and on a schedule to be determined by the course instructor.

## Adding, Dropping, or Withdrawing from a Course

The Registrar's Calendar of Important Dates (<https://cincinnatistate.edu/academic-calendar>), available on the College website, lists the dates when students may add, drop, or withdraw from a course after completing their initial registration. Student transactions to add, drop, or withdraw from a course are not official unless processed using the MyServices section of the Cincinnati State website or through the Office of the Registrar.

The appropriate forms and instructions for registration activity can be obtained in the Office of the Registrar or in the Registration (<https://cincinnatistate.edu/academics/registration>) section of the College website.

The following procedures apply to full-semester courses with start and end dates that coincide with the first and last days of the regular semester schedule.

Flexibly scheduled courses (with start and/or end dates that do not coincide with the first and last days of the regular semester schedule) use similar procedures, but may have a different timeline. More information is available from the Office of the Registrar.

### Adding a full-semester course

- Prior to the first course meeting of the semester, no approval is required to add an open course, unless the course has an "instructor consent" requirement.
- Once a course has met, the approval of the course instructor must be obtained.
- The fifth class day of the semester is the last day to add a course.

### Dropping a full-semester course

- Courses dropped from the time of registration through the fourteenth calendar day of the semester do not need additional approval to be processed.
- The fourteenth calendar day of the semester is the last day to drop a course. In an instance when the fourteenth day falls on a weekend or holiday, the last day to drop a course is the preceding business day.

## Withdrawing from a course - available online via MyServices

- The withdrawal period for full-semester courses begins each semester the day after the last day to drop a course (14th calendar day of the semester) and ends on the fifty-sixth instructional day. No additional approval is required to withdraw from a course during this period.
- The withdrawal period for flexibly scheduled courses begins after the day designated as the Last Day to Drop a Course for that course section, through the day designated as the Last Day to Withdraw from that course section. More information is available from the Office of the Registrar.
- Only in circumstances beyond the student's control will a withdrawal be permitted after the fifty-sixth instructional day. All official late withdrawals must be approved by the course instructor and the division dean.  
In cases where late withdrawal is not approved, the student receives the grade assigned by the instructor.

## Attendance

Each student is expected to attend all classes and cooperative education/clinical placements as scheduled. Each College faculty member is expected to document student attendance during the first two weeks of the semester and to report attendance and non-attendance to the Office of the Registrar. Attendance in cooperative education and clinical placements is reported by the cooperative education/clinical coordinator based on reports from the student's site coordinator.

Individual faculty members may establish course policies that consider attendance as a factor in determining course grades. These policies may include limits and/or penalties related to excused and/or unexcused absences. Students should check with all of their instructors to determine how attendance will be taken, and in what ways, if any, attendance is a factor in grading.

## Non-Attendance

The following policies pertain to all courses.

- Instructors are required to document student attendance in each course section for all class sessions held during the first two weeks of the semester.
- From the first day of the semester until the First Day to Withdraw for the semester, students who drop a course must identify whether or not they attended the course section.
- A student who enrolls in a course but does not attend the course within the first two weeks will be designated a No Show (NS) and dropped from the course by the instructor.
- If there is a discrepancy between a student's self-reported attendance status and the attendance status reported by an instructor, the attendance status reported by the instructor will be the status of record.
- Students are not permitted to begin attending a course section after an NS has been issued by the instructor or self-reported by the student for that course section.
- The designation of NS will not appear on the student's transcript.
- A student who receives an NS designation for a course is still financially responsible for payment for the course. State and



federal financial aid is not applicable to a course for which a student has received an NS designation.

- A student is not permitted to withdraw from a course he or she did not attend or to which an NS has been assigned.

## Non-Attendance in Web-based and Hybrid Courses

Students enrolled in courses classified as WEB (web-based; no in-person attendance required) or HYB (hybrid; primarily web-based but with some required in-person activities) must log in to the course website during the first two weeks of the semester and participate in an online activity.

Participation in an online activity includes, but is not limited to, submitting an academic assignment; taking an exam, completing an interactive tutorial, or completing computer-assisted instruction; participating in an online discussion about academic matters; and/or initiating contact with a faculty member to ask a question about the academic subject studied in the course.

A student who is enrolled in the course but does not log into the website during the first two weeks of the semester will be designated as No Show (NS) by the instructor. All other policies described in the Cincinnati State catalog section above on "Non-Attendance" apply to students in WEB and HYB courses also.

In some cases, the website for a WEB or HYB course will be open to students prior to the first day of the semester. Student activities on the website prior to the first day of the semester will be used to determine whether an NS designation is given.

## Non-Attendance Leading to Administrative Withdrawal

The following policies pertain to all courses.

- A student who is enrolled in a course and does not attend any class sessions of that course for three consecutive weeks, at any time during the semester, may be administratively withdrawn from the course.
- Faculty members who implement this policy will include information in their course syllabus explaining how attendance is taken and stating that three consecutive weeks of non-attendance will lead to administrative withdrawal.
- Faculty members who implement this policy will inform the academic Dean (of the division that offers the course) of the last date of attendance for any student who does not attend course sessions for three consecutive weeks.
- The Dean will investigate and, if warranted, will notify the Registrar to administratively withdraw the student from the course.

## Children on Campus

Cincinnati State Technical and Community College strives to maintain an environment conducive to teaching and learning. Therefore, whenever children are brought to campus they must remain with their parents, guardians, or caretakers in all areas of the College. Whether or not a child can be brought into a classroom is at the discretion of each instructor.

If the College's Campus Police Department finds any child left unattended, they will locate the parent/caretaker so the child can be

cared for properly. Above all else, the College wishes to ensure the safety and well-being of each child.

## Course Cancellation

A course offering may be canceled prior to the beginning of a semester because of low enrollment. The College attempts to notify students of the course cancellation before the first day of the semester, but cannot guarantee that such notice will be provided.

A refund of 100% of tuition and lab/course fees is made to a student who has registered for a course that is cancelled by the College, if the student does not change to another course.

## Course Drop/Withdrawal Grading Policy

- Courses officially dropped through the fourteenth calendar day of each semester, using official processes described elsewhere in this catalog, do not appear on a student's transcript.
- During the Withdrawal Period (the fourteenth day through the fifty-sixth day of each semester), official withdrawals are assigned a grade of W. The W appears on the student's transcript; however, it is not calculated into the grade point average (GPA).
- The instructor may not issue a W as the final grade. A W is assigned only if the student completes the withdrawal process.

## Expectations for Time Required Outside of Class

The amount of time required to complete homework for Cincinnati State courses will vary, depending on the course topic and level, as well as the student's prior preparation.

Homework for college courses may include reading; writing essays, reports, or other papers; studying for quizzes and exams; preparing project materials; meeting with others to complete course activities; and a wide range of other tasks.

As a general guideline, students should plan to spend at least two to three hours outside of class each week for each course contact hour (that is, either a lecture hour or a lab hour). For example, a student enrolled in a course that has two lecture hours per week and three lab hours per week should plan to spend 10 to 15 hours per week outside of class completing work for that course.

It is the student's responsibility to plan a schedule that allows adequate time to complete the work required for each class. Students should seek additional information from their instructors regarding expectations for the time needed to complete all coursework.

## Faculty Office Hours

All full-time College faculty members maintain office hours to conduct in-person meetings with students. Some faculty members also maintain online office hours for communication with students by email.

Students should check with each instructor, or the receptionist in the instructor's division office area, to schedule appointments. In most instances, students should use the Starfish online system to schedule appointments.

## Flexibly Scheduled Courses

The following policies and procedures pertain to flexibly scheduled course sections only:

- Course sections with a beginning and/or ending date different than the first and last days of the regular semester schedule are considered flexibly scheduled. Flexibly scheduled course sections are typically identified in the course schedule with alphabetical section designations.
- Students may register for a flexibly scheduled course section with no additional approvals up to the first course meeting.
- A student may enter a flexibly scheduled course section by the date established as the Last Day to Add for that course section. Registration after the date established as the Last Day to Add for that flexibly scheduled course section is not permitted.
- A student may drop a flexibly scheduled course section, without a grade appearing on their record, by the date established as the Last Day to Drop a Course for that course section.
- A student may withdraw from a flexibly scheduled course section from the date established as the Last Day to Drop a Course for that section through the date established as the Last Day to Withdraw from a Course for that section.

## Making Up Missed Work

The privilege of making up missed assignments, quizzes, tests, exams, and other course activities is not automatic. An instructor does not have to permit or grant make-up privileges. It is the student's responsibility to be aware of the instructor's make-up policies, and to seek this information from the instructor if necessary.

## MyServices

MyServices is the pathway to web-based student services at Cincinnati State. Through MyServices, students can register, add, and drop classes; view and print their class schedules; make payments; check on financial aid status; view and print their grade reports; view and print degree audits; and access a variety of other services.

To access MyServices, go to the Cincinnati State website (<https://cincinnati.state.edu>) and then choose MyCState. Log in with username and password, and then choose the MyServices tab.

## Procedures for Students Called to Active Duty

Students enlisted in the military reserves or National Guard who are called to active duty may drop or withdraw from all courses. This may be accomplished in person, by email, by fax, or by mail.

Students called to active duty must complete the following steps:

- Provide the Office of the Registrar with a copy of the military orders. The student may deliver the copy of the orders to the Office of the Registrar, mail it to Office of the Registrar, 3520 Central Parkway, Cincinnati OH, 45223, fax it to (513) 569-1883, or email to [registraroffice@cincinnati.state.edu](mailto:registraroffice@cincinnati.state.edu).
- Request to be dropped from all courses. If this is accomplished in-person, the student completes the Registration Activity Request form. For fax, mail, or email requests, staff in the Office of the Registrar may complete the appropriate form on the student's behalf.
- Indicate to the Office of the Registrar whether he/she attended any class sessions.
- If the student attended class sessions, he/she must provide the last date of attendance for each course to be dropped.
- In some instances, time constraints may prevent the student from completing a Late Withdrawal request. In this case, the student may present the military orders within 30 business days of his/her return to receive Late Withdrawal. The Office of the Registrar does not accept Requests for Late Withdrawal after that time period.

## Requesting College Transcripts from Cincinnati State

To obtain a copy of a Cincinnati State transcript, students should complete the Transcript Request Form (<https://cincinnati.state.edu/academics/registration/transcripts>) available on the College website, and turn in the form in person at the Registrar's Office (Clifton Campus), online (using MyServices if they are an active student), by mail, or by fax. Students may also email the form to the Registrar's Office, as an attachment to an email message.

All requests for transcripts must include either the Transcript Request Form or all of the following information: name, student ID or Social Security number, approximate dates attended, and the address to which the transcript should be sent. Requests must include the student's signature authorizing the College to release this information.

To request or pick up a transcript in person, the Office of the Registrar (Clifton Campus) is open Monday through Thursday from 8 a.m. to 6:30 p.m. and Friday from 8 a.m. to 5 p.m. When requesting or picking up transcripts in person, a valid photo identification or a SurgeCard is required.

To request transcripts by mail, please mail the request to:  
Office of the Registrar  
Cincinnati State Technical and Community College  
3520 Central Parkway  
Cincinnati, OH 45223-2690

The Transcript Request Form may be faxed to (513) 569-1883.

The Transcript Request Forms may be scanned and emailed as an attachment to [transcripts@cincinnati.state.edu](mailto:transcripts@cincinnati.state.edu).

### Please note:

- Students who attended Cincinnati State after 1986 may request an official transcript be printed in-person at the Office of the Registrar.
- Students may request a transcript to be sent directly from the Office of the Registrar to an individual or other institution designated by the student. Please allow three to seven working days for staff to process such requests.
- Because records prior to 1986 may be on microfilm, allow seven to ten working days for staff to process such requests.

For questions regarding ordering transcripts, please call the Office of the Registrar at (513) 569-1522.

All financial obligations to the College must be cleared before any transcripts are released.

## Student Recording and Distribution of Course Lectures and Materials

Students may not photograph, record (using audio or video technology), duplicate, reproduce, transmit, distribute, or upload or share via internet or website environments any class lectures, discussion, and/or other course materials, unless written permission has been obtained in advance from the instructor.

In the case of class discussions and/or presentations, permission must also be obtained from all students in the class and any guest speakers, if applicable. All participants must be informed in advance that activities will be recorded.

Students should review the course syllabus for instructions regarding the instructor's policy on class recordings. Unless directly authorized by the syllabus, any student wishing to record classroom activities must discuss this issue with the instructor and obtain written permission.

Any photograph or recording of class activities and/or materials is authorized solely for use as an educational resource by an individual student or, when permission is granted, with other students enrolled in the same class. Photographs and/or recordings may not be publicly exchanged, distributed, shared, or broadcast for any purpose.

Permission to allow a photograph or recording is not a transfer of any copyrights.

Violation of this policy may subject a student to disciplinary action under the College's Student Code of Conduct (p. 195).

Exception: it is not a violation of this policy for a student determined by the Office of Disability Services to be entitled to educational accommodations to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures, discussions, and/or course materials for personal research and study. However, all other restrictions on other use and/or distribution apply in such cases.

## Weather-Related Cancellation or Delay of Classes

In the event of adverse conditions, it may be necessary to cancel some class sessions. The College will rarely close completely. Local radio and television stations may begin announcing Cincinnati State's operating status as early as 6:15 a.m. on the day involved, or the prior evening (depending on the weather situation). When adverse weather conditions begin to occur during a day the College is open for standard operations, the status of day and/or evening classes will be handled by an announcement during the day.

When the College announces a "late start," classes that occur prior to the delayed start time are canceled. However, if a class has at least 50 minutes remaining after the delayed start time, students should attend that class. For example, if a student's class meets from 9 to 10:50 a.m., and the College announces a delayed start time of 10 a.m., students should attend that class beginning at 10 a.m.

It is the student's responsibility to be aware of their instructors' policies and procedures for dealing with weather-related cancellations and delays, and to seek this information from their instructors if necessary.

## Academic Integrity Policy

Ethical conduct is the obligation of every member of the Cincinnati State community. Violations of academic integrity constitute serious breaches of ethical behavior. Academic integrity requires that all academic work be wholly the product of an identified individual.

### Violations of Academic Integrity

The following acts of academic misconduct are subject to disciplinary actions as described below. Additional student responsibilities are described in the Cincinnati State Student Code of Conduct (p. 195), published elsewhere in this catalog.

**Cheating:** Cheating includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing assignments.
- The acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty or staff.
- Copying computer files, text, or images of other students or downloading information from the internet and representing this work as one's own.

**Fabrication:** The falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. For example, it is improper to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses.

**Facilitating academic dishonesty:** Knowingly or negligently allowing one's own work to be used by other students or otherwise aiding in academic dishonesty.

**Plagiarism:** The representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own work. The correct form for documenting direct quotations and for acknowledging paraphrased material may be found in numerous writing manuals or handbooks. The English Department at Cincinnati State endorses the MLA style. However, some instructors may require other types of documentation. Students should refer to the instructor's syllabus and other course materials for guidance on the proper documentation style.

**Denying others access to information or material:** Denying others access to scholarly resources or deliberately impeding the progress of another student. Examples of offenses of this type include giving other students false or misleading information, making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserved materials, stealing another's paper or project, or altering computer files that belong to another person.

## Academic Integrity Violations Procedure

If an instructor has reason to believe a violation of academic integrity has occurred, the procedure will start in the classroom as outlined by the instructor's syllabus. Penalties imposed by the instructor are limited to those actions whose ramifications fall within the confines of the class, i.e., failure of the assignment or failure of the course. Only the Provost can impose suspension or dismissal from the College. The instructor has the option of filing a report of the incident with the Provost for documentation purposes.

The instructor may proceed with a formal charge of academic dishonesty and recommended sanctions to the Provost. The Provost may administer the disciplinary action recommended by the faculty member or a penalty deemed more appropriate. If the student accepts the charge, the Provost will assign sanctions, and the case will be closed. If the student challenges the finding of the Provost and maintains his/her innocence, the case will move forward to an Academic Integrity Panel. The student must submit the challenge to the Provost within five working days of the Provost's notification of sanctions.

The Academic Integrity Panel consists of:

- Two students appointed by the Student Senate
- Two faculty members appointed by the Faculty Senate
- One dean appointed by the Provost

The case will be heard within 10 working days of receipt of the student's written challenge.

The student accused of Academic Dishonesty may be accompanied at the Academic Integrity hearing by a person or persons of his/her choice, not to exceed three individuals. The role of the persons accompanying the student is limited to providing support to the student. Individuals accompanying the student may not present information or answer questions in place of the student.

- Both the Academic Integrity Panel and the student may call witnesses for the hearing.
- All hearings will be closed.

The decision of the Academic Integrity Panel regarding the Academic Dishonesty violation is reached by majority vote in a session of panel members only. The decision of the panel is communicated in writing to the Provost, along with recommended sanctions, within 10 working days of the final day of panel hearings. The findings of the Academic Integrity Panel and penalty administered by the Provost are final.

## Penalties

Possible sanctions are described in the Cincinnati State Student Code of Conduct. They include:

- Warning
- Probation
- Loss of privileges
- Fines
- Restitution
- Discretionary sanctions
- College suspension
- College expulsion

In each case of academic dishonesty that is brought forward to the Provost, the Provost or the Academic Integrity Panel determines the disciplinary action to be taken. The Provost administers the disciplinary action.

## Grading Policies

### Grade Reports

Course grades are available to students at the end of each semester through the MyServices section of the College website. It is the student's responsibility to check his or her grades for accuracy. Any errors, discrepancies, or omissions should be reported to the instructor and/or division dean responsible for the course. Student concerns about grades should be made known within 30 days of the end of the semester for which the grade was issued. (See Academic Appeals Procedures (p. 181) elsewhere in this catalog.)

### Grade Changes

Changes to course grades must be initiated by the instructor who issued the grade, and must be submitted to the appropriate division dean for approval no later than two semesters after the semester in which the grade was originally issued. The division dean forwards all approved grade changes directly to the Office of the Registrar for processing.

### Grading Standards

The College does not have a universal policy or standard for determining grades for courses or assignments. Grading policies and procedures are the prerogative of each instructor. In some instances, academic departments or programs have established grading standards that apply to a particular course or group of courses. It is the student's responsibility to be aware of their instructors' grading policies, and to seek this information from the instructor if necessary.

### Grading System and Credits Earned

The following system is used to record student achievement or status in courses:

Grade Point Value

Grade	Explanation	Grade Point Value Per Credit Hour
A	Excellent	4.000
B	Good	3.000
C	Average	2.000
D	Poor	1.000
F	Failure to complete course requirements	0.000
W	Withdrawal	Not Computed
AC	Advanced Placement Exam	Not Computed
CL	CLEP Credit	Not Computed
EC	Cincinnati State Proficiency Examination Credit	Not Computed
EL	External Certificate/Learning Exam	Not Computed



ET	External Formal Training Program	Not Computed
EX	Work Experience Credit	Not Computed
I	Incomplete	Not Computed
IP	Incomplete S/U	Not Computed
K	Transfer Credit	Not Computed
N	No Grade Reported	Not Computed
S	Satisfactory	Not Computed
TP	Tech Prep Credit	Not Computed
U	Unsatisfactory	Not Computed
VO	Vocational Teacher Referral Credit	Not Computed
X	Audit	Not Computed

## Calculation of Grade Point Average (GPA)

Cumulative GPA is calculated as the total quality points earned (grade point value per credit hour, listed above) divided by the total credit hours attempted for courses bearing quality points at the College.

Semester GPA is calculated as the total quality points earned divided by the total credit hours attempted for courses bearing quality points for the semester.

Program GPA is calculated as the total quality points earned divided by the total credit hours attempted for all courses bearing quality points listed in the student's current Degree Audit curriculum. The Degree Audit curriculum is the list of requirements the student must complete in order to earn a degree or certificate. See Graduation Requirements (p. 189) elsewhere in this catalog for additional information.

Academic Foundations courses and English as a Second Language courses (with course numbers in the format *AFL 0XX*, *AFM 0XX*, or *ESL 0XX*) are not calculated in the GPA.

## Incomplete (I or IP)

A grade of I (incomplete) or IP (incomplete for classes graded on a pass/fail basis) is awarded at the discretion of the instructor. When unusual circumstances prevent a student from completing course requirements during the semester in which the student is enrolled, the instructor may agree to record a grade of I or IP until the final grade is established. Timetables and requirements for the completion of the course are the instructor's prerogative. If a final grade has not been submitted to the Office of the Registrar by the last instructional day of the following semester, a grade of F or U (as applicable) will be automatically recorded.

## Satisfactory/Unsatisfactory Grades (S/U)

The grade of S represents satisfactory performance, or passing, in those courses graded satisfactory/unsatisfactory. Only the grades of C or higher are considered passing in the satisfactory/unsatisfactory system.

## No Grade Reported (N)

An N grade is administratively assigned by the Office of the Registrar if no grades are reported by the instructor for an individual student or for

an entire section of a course. A grade of N is not issued to individual students by the instructor.

## Official Course Withdrawal (W)

Students who withdraw from a full-semester, regularly-scheduled course after the Last Day to Drop a Course for the semester through the Last Day to Withdraw receive a grade of W for the course.

Students who withdraw from a flexibly-scheduled course after the day designated as the Last Day to Drop a Course for that course section through the day designated as the Last Day to Withdraw from that course section receive a grade of W for the course. A W grade is not computed in the student's GPA.

## Non-Attendance Leading to Administrative Withdrawal

The following policies pertain to all courses.

- A student who is enrolled in a course and does not attend any class sessions of that course for three consecutive weeks, at any time during the semester, may be administratively withdrawn from the course.
- Faculty members who implement this policy will include information in their course syllabus explaining how attendance is taken and stating that three consecutive weeks of non-attendance will lead to administrative withdrawal.
- Faculty members who implement this policy will inform the academic Dean (of the division that offers the course) of the last date of attendance for any student who does not attend course sessions for three consecutive weeks.
- The Dean will investigate and, if warranted, will notify the Registrar to administratively withdraw the student from the course.

## Audit (X)

Students interested in taking a course without receiving a grade or credit may register to audit the course. No college credit may be earned or later claimed for an audited course. Regular tuition is charged for courses being audited. Requirements for attendance, completion of assignments, and examinations are the prerogatives of the instructor of the course.

A student may not request a transfer from credit to audit or vice versa after the Last Day to Drop a Course for the semester.

## Dean's List/Academic Merit

Students who earn in one semester 12 or more credit hours for academic courses for which quality points are awarded will qualify for Dean's List status if their GPA for the current semester is 3.5 or greater and no grades of I, F, or U have been earned in the current semester. Academic Foundations courses are not included in GPA calculations for the dean's list.

Students who earn in one semester between six and 11 credit hours for academic courses for which quality points are awarded will qualify for Academic Merit status if their GPA for the current semester is 3.5 or greater and no grades of I, F, or U have been earned in the current semester. Academic Foundations courses are not included in GPA calculations for academic merit.

Students who receive a grade of N will not initially be eligible for dean's list or academic merit. To be eligible for dean's list or academic merit,



the grade change for the N grade must be submitted to the Office of the Registrar by the end of the tenth instructional day of the following semester. Grade changes for N grades submitted after the tenth instructional day of the following semester will not be recalculated for dean's list or academic merit status. Recalculation for dean's list and academic merit status will be done only for N grades issued for the immediately preceding semester and only if the grade changes are submitted by the deadline.

## Academic Probation, Suspension, and Dismissal

Cincinnati State students enrolled in a degree or certificate program must demonstrate satisfactory performance to remain in good academic standing at the College. Students who do not demonstrate satisfactory performance will be placed on academic probation. If the work of a student on probation does not improve, the student may be subject to academic suspension and then academic dismissal from the College. A student cannot graduate from a degree or certificate program while on academic probation or academic suspension.

(Note: Standards of satisfactory progress as applied to a student's financial aid award are described in the Satisfactory Academic Progress (SAP) Policy (p. 174) section of this catalog.)

### Academic Warning

Students will be placed on academic warning if at least one of these conditions has occurred:

- The student has attempted 12 or more college level credits and has a semester GPA below 2.0
- The student has earned a semester grade of F in one Academic Foundations course or English as a Second Language course

A student on academic warning must meet with an advisor prior to registering for classes.

### Academic Probation

Students will be placed on academic probation if at least one of these conditions has occurred:

- The student has attempted 12 or more college level credits and has a cumulative GPA below 2.0
- The student has earned a semester grade of F in more than one Academic Foundations course or English as a Second Language course

A student on academic probation must:

1. Meet with an advisor prior to registering for classes. The number of credits for which the student may register will be determined in consultation with the advisor, up to a maximum of 12 credits.
2. Develop a plan for achieving academic success. This plan may be completed during an advising appointment or as part of other activities the College may offer.
3. Register for classes during the On Time Registration period. Students on academic probation are not permitted to register during the Late Registration period.

## Academic Suspension

Students will be placed on academic suspension when one of these conditions has occurred:

- A student who is on academic probation due to a cumulative GPA below 2.0 earns a semester GPA below 2.0 in the subsequent semester.
- A student who is on academic probation due to failing more than one Academic Foundations or English as a Second Language course in a semester fails another Academic Foundations or English as a Second Language course in the subsequent semester.

A student on academic suspension may not register for any courses at Cincinnati State for two semesters, and may not represent the College or participate in College-sponsored activities, except activities intended to help the student improve his or her academic performance.

A student may appeal the academic suspension through a written request to the Provost. The written request must include a rationale for the appeal and supporting documentation. The decision of the Provost is final.

## Returning after Academic Suspension

A student who is returning to the College after academic suspension must adhere to the following conditions:

- The student must meet with his or her program chair or academic advisor to determine a plan for academic success
- The student must have permission from his or her program chair or academic advisor before registering for any classes
- The student must maintain a semester GPA of 2.0 or higher in every enrolled semester and must earn a grade of C or higher in all Academic Foundations and English as a Second Language classes. The student will continue to be considered on academic probation as long as the student's cumulative GPA is below 2.0.

In addition, it is strongly suggested that the student schedule an Academic Counseling session in the Counseling Center.

## Academic Dismissal

Cincinnati State expects students to demonstrate continued academic success while enrolled at the College. A student who has returned to the College after academic suspension and is still on probation (because of a cumulative GPA below 2.0) is expected to raise his or her cumulative GPA to 2.0 or higher by the time the student has earned 24 additional credits. Failure to attain a cumulative GPA of 2.0 or above after returning from academic suspension and completing 24 additional credits will result in academic dismissal.

A student who has been academically dismissed may not register for any courses for a period of three semesters.

A student may appeal the academic dismissal through a written request to the Provost. The written request must include a rationale for the appeal and supporting documentation. The decision of the Provost is final.

## Cooperative Education Program Policies

The cooperative education program is an integral part of Cincinnati State's past growth, current strength, and continued success. The College's commitment to cooperative education and other forms of experiential education is reflected in the curricula of most of the associate's degree programs.

### Co-op Education Requirements

Cincinnati State values the cooperative education experience. Each division of the College establishes its own policies regarding how students may fulfill co-op requirements. Students should refer to the academic division sections of this catalog for additional information.

### Co-op Registration Policy

- No student may report to his or her co-op job until he or she has registered for the appropriate co-op course and paid for the course.
- A student failing to register for co-op is not eligible to receive co-op credit for that semester.
- Employers of co-op students who fail to register for co-op are notified by the co-op coordinator that the student no longer has co-op status. The employer has the option to allow the student to continue to work full-time without co-op status or to terminate employment. This decision is made by the employer.

### Academic Eligibility Requirements for Co-op

To be eligible for placement in cooperative education employment (or comparable clinical experience/directed practice), students must be fully admitted into their academic program and maintain the required grade point average (GPA) as stated in the College catalog (see the Academic Probation, Suspension, and Dismissal (p. 186) section of the catalog). Students must also demonstrate satisfactory proficiency in core or other required courses. Students who do not maintain the required GPA are not eligible for cooperative education or clinical experience/directed practice without the permission of the program's co-op coordinator. Refer to the division sections of the catalog for additional requirements.

Students are also encouraged to attend a Co-op Orientation session, where students learn about the co-op requirements for various degree programs and the options for fulfilling these requirements, along with qualifications for a co-op experience and co-op course registration procedures.

### Obtaining Co-op Education Assignments

The College has been quite successful in placing students in cooperative education jobs; however, there is no absolute guarantee of initial or continuing employment. The employer is solely responsible for decisions about hiring, retention, dismissal, promotion, or demotion of a cooperative education student. Initial and continuing employment depends on the skills, aptitudes, and behaviors the individual student offers to each potential employer.

## Withdrawal From Co-op/Clinical Experience

If a student is removed from a cooperative education or clinical experience course due to unsatisfactory performance, and the student subsequently withdraws from that course, the faculty member responsible for the course, with the approval of the division dean, may remove the W and assign a grade of U (unsatisfactory) or F (failure).

## Graduation Requirements

### Graduation Requirements

To qualify for an associate's degree, a student must be admitted to a degree program, complete the program requirements as identified in the Degree Audit curriculum, attain at least a 2.0 cumulative and program GPA, and submit a petition to graduate. Completion is defined as earning the grade A, B, C, D, or S for any course. An earned D may not count toward graduation, depending on program and/or division policies.

To qualify for a certificate, a student must be admitted to a certificate program, complete the program requirements as identified in the Degree Audit curriculum, attain at least a 2.0 cumulative and program GPA, and submit a petition to graduate. Completion is defined as earning the grade A, B, C, D, or S for any course. An earned D may not count toward graduation, depending on program and/or division policies.

### General Education Requirements

Students seeking the degree Associate of Applied Business (AAB), Associate of Applied Science (AAS), Associate of Individualized Study (AIS), or Associate of Technical Study (ATS) degree should consult the curriculum for their program, published elsewhere in this catalog, to determine how the general education requirements should be met. Individual degree programs may require students to complete program-specified general education courses, or may permit students to choose some general education elective courses.

Transfer credit for social sciences or humanities courses completed at another institution, in disciplines not listed below, may be applied toward Cincinnati State graduation requirements, with the program chair's and division dean's permission.

As part of the graduation requirements for the Associate of Applied Business (AAB), Associate of Applied Science (AAS), Associate of Individualized Study (AIS), and Associate of Technical Study (ATS) degrees, a student must complete at least 15 credit hours in general education areas, distributed as follows:

Communication Skills	6 credits
Arts/Humanities, Natural Sciences, and Social Sciences	6 credits
Mathematics	3 credits

### Communication Skills - 6 credits

department	department code
6 credits Written Communication	department code ENG

## Arts/Humanities, Natural Sciences, Social Sciences - 6 credits selected from two of these areas:

### Arts/Humanities, including:

department	department code
Art	department code ART <sup>2</sup>
Communication	department code COMM <sup>1</sup>
Culture Studies	department code CULT
Foreign Languages	department code FRN,SPN
Literature	department code LIT
Music	department code MUS <sup>2</sup>
Philosophy	department code PHI
Religion	department code REL
Theatre	department code THE <sup>2</sup>

<sup>1</sup> Excluding COMM 110

<sup>2</sup> Excluding studio or performance-based courses.

### Natural Sciences, including:

department	department code
Biology	department code BIO
Chemistry	department code CHE
Environmental Science	department code EVS
Physics	department code PHY
Physical Science	department code PSC

### Social/Behavioral Sciences, including:

department	department code
Economics	department code ECO
Geography	department code GEO
History	department code HST
Labor Relations	department code LBR
Political Science	department code POL
Psychology	department code PSY
Sociology	department code SOC

### Mathematics - 3 credits

department	department code
3 credits Mathematics	department code MAT

Students seeking the Associate of Arts or Associate of Science degree must meet the general education requirements described for these degrees elsewhere in this catalog.

## College Orientation Requirement

All Cincinnati State students who enroll in a degree program are required to complete one college orientation course: FYE 100 College Survival Skills; FYE 105 College Success Strategies; or FYE 110 Community College Experience.

The orientation course must be completed as part of the first semester of classes taken at Cincinnati State. Students in the Cincinnati State Honors Program fulfill the orientation course requirement by completing HNR 100 Orientation to Honors.

Some certificate programs also require students to complete FYE 100 College Survival Skills, FYE 105 College Success Strategies, or FYE 110 Community College Experience. Each certificate program that requires completion of an orientation course is indicated in the curriculum published in this catalog.

Degree-seeking or certificate-seeking students who have already successfully completed 12 or more semester credits of college-level courses at another college or university and have received Cincinnati State transfer credit for these courses are not required to complete an orientation course.

The orientation courses FYE 100 College Survival Skills, FYE 105 College Success Strategies, and FYE 110 Community College Experience introduce students to the college experience and to Cincinnati State's expectations and resources for new students. The orientation course earns college credit, but it does not fulfill core course requirements for degree or certificate programs.

## Graduation Honors

Associate's degree candidates who earn at least 30 semester credit hours at Cincinnati State and achieve a cumulative grade point average of 3.500 or higher will graduate with honors. Honors are classified as follows:

Cum Laude	3.500 - 3.799
Magna Cum Laude	3.800 - 3.899
Summa Cum Laude	3.900 - 4.000

Honors designations in the printed program at the commencement ceremony are projected based on cumulative GPA calculations made at the end of the Fall semester. The student's GPA at the conclusion of their degree requirements will determine the final honors designation.

## Graduation Petition

All students who wish to graduate from Cincinnati State must file a Petition to Graduate with the Office of the Registrar. The purpose of this Petition is to verify that the student will meet all degree or certificate requirements prior to graduation. The petition must be filed online in MyServices no later than the registration period of the student's last semester. Students should check their Degree Audit and meet with their academic advisor regularly to make sure they are on track to graduate. Specific graduation petition deadlines can be found on the Calendar of Important Dates in the Registrar's section of the College website.

A student's graduation date is the last day of the academic semester in which the student completes all requirements. This date is the official date of graduation that is listed on the student's academic transcript.

If a student does not meet all requirements for graduation during the semester in which they petition, the Office of the Registrar or academic advisor may move the student's petition to the next semester. The College holds only one commencement ceremony each year, in the Spring.

## Participation in Commencement

A student may participate in the annual commencement ceremony if he or she meets all of the following requirements:

- The student will satisfactorily complete all requirements for an associate's degree during or before the semester immediately preceding commencement, or the student can complete all remaining degree requirements during the semester immediately following commencement. The ability to complete requirements in the semester immediately following commencement is defined as needing no more than 15 credits, which may include the final cooperative education, clinical, or internship placement.
- Students earning a certificate which requires 30 or more credits may participate in commencement if all certificate requirements will be completed during or before the semester immediately preceding commencement.
- The student has submitted a petition to graduate to the Office of the Registrar, by the published deadline applicable to the semester when the student will complete all degree requirements.
- The student has submitted an Intent to Participate in Commencement form online in MyServices by the published deadline.

## Program Graduation Requirements (Degree Audit Curriculum)

Requirements for each degree and certificate program at Cincinnati State are published each year in this catalog. A student is expected to fulfill the requirements in effect for the catalog year in which they are admitted to the program. This set of requirements may be referred to as the student's Academic Evaluation or Degree Audit curriculum. Students can review a copy of their Degree Audit curriculum using the MyServices section of the Cincinnati State website.

A student readmitted to the College after an absence of a year or more is expected to fulfill the requirements in effect at the time of readmission. Any course substitutions or waivers granted prior to readmission will not carry forward and apply toward the new requirements. Students who requested course substitutions or waivers previously must request them again and ask that they be applied toward the new catalog year.

Students should consult their program chair or academic advisor to discuss any changes made to program requirements that could affect progress toward completing the degree or certificate program.

In situations where coursework is five years old or older, or where requisite skills may have been lost, courses previously taken are subject to review by the program chair and dean. Those courses reviewed that do not meet current program requirements and standards will not count toward degree or certificate requirements.

## Using the Same Course to Meet Multiple Degree or Certificate Requirements ("Double Dipping")

In determining the credits earned for a degree or certificate, a single course cannot be used to satisfy two different requirements for one degree or certificate. Courses designated in the College catalog as "repeatable for credit" may be applied as appropriate to satisfy differing degree/certificate requirements.

A student who previously completed a degree or certificate at Cincinnati State, and is now earning a different degree or certificate,

may be able to apply courses completed for the previous degree or certificate to the requirements for the current degree or certificate.

Students should consult with their program chair or advisor to ensure that courses are appropriately applied to meet degree or certificate requirements.

## Residency Requirement for Certificate Programs

To qualify for a certificate, students must be admitted to a certificate program, fulfill the certificate program requirements, complete a minimum of 50 percent of their certificate program requirements at Cincinnati State, attain at least a 2.0 cumulative and program GPA, and submit a petition to graduate.

## Residency Requirement for Degree Programs

Students seeking a degree at Cincinnati State Technical and Community College, except those seeking the Associate of Technical Study or Associate of Individualized Study degrees, must complete at least 30 credit hours of college-level, non-co-op/non-clinical credit hours at Cincinnati State. Credit hours earned in courses which combine class and lab hours will be considered non-clinical credit hours for the purpose of the residency requirement.

Students seeking an Associate of Applied Business or Associate of Applied Science degree must earn a minimum of 15 credit hours of college-level, non-co-op/non-clinical technical coursework (as identified in the associate's degree program Academic Evaluation) required for their program at Cincinnati State. The resident credit hours required for the degree program are applicable to the College residency requirement.

Advanced standing credit is not applicable to the College residency requirement. Credit earned at Cincinnati State through the Greater Cincinnati Consortium of Colleges and Universities is applicable to the College residency requirement.

In Associate of Technical Study and Associate of Individualized Study programs, the residency requirement is that no fewer than 20 credits must be completed at Cincinnati State.

Students who transfer to Cincinnati State from another accredited Ohio college or university with a completed Transfer Module are subject to the guidelines in the State of Ohio Policy for Institutional Transfer (p. 162) statement found elsewhere in this catalog.



# Student Rights and Responsibilities\*

In healthy communities organized along democratic principles, participants recognize rights as well as responsibilities. This section of the catalog outlines certain rights and responsibilities as they apply to students, including:

- Discussion of Cincinnati State's embrace of a broad statement of Student Rights and Freedoms
- Specific legal rights that are detailed in state and federal law involving privacy and discrimination on the basis of race, gender, religion, sexual orientation and the like.
- A student's right to be free from sexual harassment, and to enjoy a drug-free environment.

The section on responsibilities deals mainly with the Student Code of Conduct, the College's policy on responsible use of information technology and peer-to-peer file sharing, and the College's policy on such matters as weapons and alcohol on campus.

The College's policy on Academic Integrity is covered in the Academic Policies and Procedures (p. 177) section of this catalog.

## Student Rights

### Introduction

An important part of the mission of the College is the adherence to the principles of student rights and freedoms, as amplified by the "Joint Statement on Rights and Freedoms of Students," which was originally formulated in 1967 and subsequently modified by representatives of the American Association of University Professors, United States Student Association, Association of American Colleges, National Association of Student Personnel Administrators, National Association for Women Educators, and a number of other professional bodies. These principles speak to the standards and responsibilities of the academic community to ensure student access to education; free discussion in the classroom; maintenance of student records; the freedom to form organizations that promote the common interests of students, and the freedom of inquiry and expression; student participation in institutional government; as well as expectations of student conduct, and the exercise of rights of citizenship. Complete copies of the statement are available from the Dean of Enrollment and Student Development.

### Non-Discrimination Policy

Cincinnati State Technical and Community College affirms that no person shall, on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, gender identity or expression, national origin, age, disability (physical or mental), veterans status, marital status, ethnic origin, ancestry, social origin, social condition, political or religious ideas, political affiliation, creed, or military status, service, or military obligation, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to all employees. Inquiries concerning the application of this policy may be referred to the Executive Vice President of the College or to the coordinator designated below.

The Director of Human Resources has been designated as the EEO Coordinator for the College.

Lawra Baumann  
Director of Human Resources  
Cincinnati State Technical and Community College  
3520 Central Parkway  
Cincinnati, Ohio, 45223-2690

(513) 569-1759  
lawra.baumann@cincinnatiastate.edu

### Dissemination Procedure

This policy shall be disseminated through the following means:

- Cincinnati State website
- College Catalog
- Operations Manual
- Student Code of Conduct (by reference)
- Adjunct Handbook
- New Employee Orientations
- College-wide postings
- Admissions Book
- First Year Experience (FYE) course, required of all new students

### Grievance Procedures (Anti-Discrimination, Title IX and Section 504)

Any student, staff member, or faculty member who believes that any of the College's students, staff, faculty, or visitors have in any way discriminated against her/him may bring forward a complaint.

The complainant may file her/his complaint directly with the OCR, United States Department of Education (55 Erieview Plaza, Room 300, Cleveland, Ohio, 44114-1816), and/or use the internal grievance procedure set forth as follows:

#### Step 1

A discrimination complaint should first be made to the College's Title VI/Title IX/Section 504 coordinator within 10 school days from the date of the incident. The Title VI/Title IX/Section 504 coordinator will make all efforts to investigate and resolve the complaint within 30 days from the receipt of the complaint. This investigation, which could include interview of witnesses, will be conducted in an impartial manner.

Title VI/Title IX/Section 504 Coordinator:

Lawra Baumann  
Director of Human Resources  
Cincinnati State Technical and Community College  
3520 Central Parkway  
Cincinnati, Ohio, 45223-2690

(513) 569-1759 phone  
(513) 569-1719 fax

#### Step 2

If the Step 1 resolution is not satisfactory to any involved party, that resolution may be appealed in writing to the College's Executive Vice President, who functions as the final mediator at the local level, within



five school days from the date of the Step 1 decision. The Executive Vice President's decision is final.

## Sexual Harassment

Cincinnati State affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful — an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment.

Title VII of the Civil Rights Act of 1969 and Title IX of the Educational Amendments of 1972 as interpreted by Federal Regulation prohibit sexual harassment.

Sexual favors may not be required explicitly or implicitly as a term or condition of an individual's employment or student status. The submission to or rejection of sexual favors may not be used as a basis for employment or educational decisions. Sexual conduct which has the purpose or effect of unnecessarily interfering with an individual's work or student performance or creating an intimidating, hostile, or offensive working or educational environment is prohibited.

Such conduct may include:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Sexist remarks about a woman's or man's clothing, body, or sexual activities
- Unnecessary touching, patting, or pinching
- Leering or ogling of a woman's or man's body
- Constant brushing against a woman's or man's body
- Demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.
- Physical assault

## Where to Get Help

If a student believes he or she is being subjected to sexual harassment, that individual should contact:

Lawra Baumann  
 Director of Human Resources  
 Cincinnati State Technical and Community College  
 3520 Central Parkway  
 Cincinnati, Ohio, 45223-2690

(513) 569-1759 phone  
 (513) 569-1719 fax

## Release of Information

### Release of Information

Federal law and Cincinnati State's own policies impose certain limitations on the information that may be released without a student's consent.

Cincinnati State, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, has designated the following information regarding its students as directory (public)

information that may be released without the written consent of the student:

- Name
- Program
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Dates of attendance
- Degrees and awards received (including dates of graduation and major)
- Most recent previous educational agency or institution attended
- Enrollment status (part-time or full-time), including date(s) of change(s) in status if specifically requested.

All other information is confidential and will be released to individuals or agencies outside of the College only with written consent from the student; as otherwise required by law; or to Cincinnati State's academic partners as described below.

Students have the right to withhold directory information from the public if they desire. Each student who wants all directory information withheld is required to inform the Office of the Registrar in writing. At least five days should be allowed for processing such requests.

Upon receipt of a written request to withhold directory information, the Office of the Registrar will place a hold on the student's record alerting staff in the Office of the Registrar the student has requested that no information be provided. No information will be released, regardless of any authorizations the student has completed either before or after notification has been submitted to the Office of the Registrar.

Cincinnati State has established formal academic partnerships with several four-year colleges and universities to facilitate transfer of Cincinnati State graduates to baccalaureate programs. Directory information plus addresses, telephone numbers, and e-mail addresses of Cincinnati State students, with 80+ credit hours earned and 2.00 minimum grade point average, will be provided periodically to Cincinnati State's academic partners.

Cincinnati State receives many inquiries for directory information from various sources, including prospective employers, insurance companies, loan agencies, other institutions of higher education, government agencies, and news media. All students are advised to carefully consider the consequences of a decision to withhold directory information. If a student requests to have directory information withheld, the student is required to provide written consent to the Office of the Registrar for any and all information to be released. Students requesting that directory information be withheld are not able to register through the web registration service.

Photographs and/or films of students for informational, promotional and recruitment purposes are taken throughout the school year. Students who do not wish to be included in these visuals must inform the Vice President, Marketing and Communications prior to such events, and should make their wishes known if they are in the vicinity of such activity.

## Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include:

1. The right to inspect and review the student's educational records within 45 days of the date that Cincinnati State receives a request for access. Students should submit to the registrar, dean, program chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to ask the College to amend a record that a student believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he or she believes should be changed, and specify why it is inaccurate or misleading.
  - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to schools officials with legitimate educational interests. A school official is:
  - A person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel)
  - A person or company with whom the College has contracted (such as an attorney, auditor, or collection agent)
  - A person serving on the Board of Trustees; or a student-serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cincinnati State to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

For more information, please visit the College website at [www.cincinnati-state.edu](http://www.cincinnati-state.edu) or contact the Office of the Registrar, phone (513) 569-1522 or email [registraroffice@cincinnati-state.edu](mailto:registraroffice@cincinnati-state.edu).

## Health Insurance Portability & Accountability Act of 1996 (HIPAA)

Students may be required to provide medical or psychological records to Cincinnati State in order to document and receive certain specialized services. These records are confidential and protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) until they are provided to Cincinnati State. At that point they become education records and come under the protection of the Family Educational Rights and Privacy Act of 1974 (FERPA). Both these acts have strict rules to protect personal confidential information. Questions regarding privacy and confidentiality issues should be addressed to the Office of the Registrar, phone (513) 569-1522 or email [registraroffice@cincinnati-state.edu](mailto:registraroffice@cincinnati-state.edu).

## Solomon Amendment

In compliance with the Solomon Amendment which became effective on April 1, 1997, Cincinnati State must supply the following information (if captured) to representatives of any branch of Federal Armed Forces for the purpose of federal recruiting:

- Student name
- Address
- Telephone number
- Major
- Date and place of birth
- Level of education
- Degree(s) received
- Prior military experience
- Most recent previous educational institution enrolled

Cincinnati State will only release this information without the student's written prior consent if it is required to do so in compliance with the Solomon Amendment, and upon the written request of an official representative of the federal Armed Forces. Please review the above section for information pertaining to the release of directory information.

## Substance Abuse Policy

Cincinnati State prohibits the unlawful manufacture, possession, use, or distribution of drugs on its property or as a part of its activities. Cincinnati State also prohibits the use or possession of alcoholic beverages on campus property except as authorized by campus policy. Students and staff may be accountable to both civil authorities and to the College administration for drug and alcohol-related actions which are a violation of federal, state, or local laws, or the College policy as stated below. In 1989, the College Board of Trustees approved the Drug-Free Workplace policy found below.

## Policy for Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Cincinnati State workplace. Employees who violate this prohibition are subject to disciplinary action up to and including immediate discharge.

All employees are obligated to the terms of this policy and must notify their immediate supervisor of conviction for any criminal drug statute

violation occurring in the workplace no later than five days after such conviction.

Each employee of the College will receive a written copy of this policy statement regarding a Drug-Free Workplace and will be notified that, as a condition of employment, he or she must abide by this policy statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

Upon receiving notice that an employee who is engaged in the performance of a federal contract has had any criminal drug statute conviction for a violation occurring in the workplace, Cincinnati State will notify the federal contracting agency within 10 days. The College will impose a sanction on, or require participation in, a drug abuse assistance/rehabilitation program by the convicted employee.

## Alcohol and the Law

Individuals have a responsibility to follow the laws of the city, state, and nation. Those who fail to live up to that responsibility face certain penalties. Some of the potential legal consequences of committing an alcohol-related criminal offense are listed in this statement.

**Open Container:** It is illegal to possess in public an open container of an alcoholic beverage. If convicted of this offense, the maximum penalty is a \$100 fine. Consumption of alcohol in a motor vehicle is a fourth degree misdemeanor with maximum penalties of 30 days imprisonment, a \$250 fine, or both.

**Providing Alcohol to an Underage Person:** A person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment, \$1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he or she furnishes alcohol to a person he or she knows or should know is not 21 years of age.

**Serving Alcohol at Campus Events:** Only students who are age 21 or older may serve alcohol at the Summit Restaurant or at events on campus where alcohol is served.

**Underage Consumption, Purchase or Possession of Alcohol:** The legal drinking age in Ohio for consumption of an alcoholic beverage is 21 years old. Anyone purchasing, possessing, or consuming alcohol prior to their twenty-first birthday is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment, a \$1,000 fine, or both. A 20-year-old student, therefore, risks being imprisoned and fined when he or she decides to drink alcohol. No student under age 21 may consume alcohol on campus.

## Student Responsibilities

### Student Code of Conduct

#### Introduction and Purpose

The Student Code of Conduct is established to foster and protect the core missions of the College, to foster the scholarly and civic development of the College's students in a safe and secure learning environment, and to protect the people, properties and processes that support the College and its missions. The core mission of the College is to provide student focused, accessible quality technical and general

education, academic transfer, experiential and cooperative education, and workforce development.

Information and/or complaints regarding academic misconduct such as cheating, plagiarism, fabrication, or other forms of academic dishonesty will be referred to the Dean of the academic division in which the course is taught. The Academic Integrity Policy and Violations Procedure is provided in the Academic Policies and Procedures (p. 177) section of this catalog.

### Jurisdiction

The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

1. Academic course requirements or any credit or non-credit bearing experiences, such as internships, co-ops, field trips, study abroad, or student teaching;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
3. Any activity sponsored, conducted, or authorized by the College or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging to the College or members of the College community or causes serious harm to the health or safety of members of the College community

The College reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the College, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Students continue to be subject to city, state, and federal laws while at the College, and violations of those laws may also constitute violations of the code. In such instances, the College may proceed with College disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

### Definitions

1. The term "COLLEGE" means Cincinnati State Technical and Community College.
2. The term "STUDENT" includes all persons taking courses (credit or non-credit) at the College both full-time and part-time, pursuing undergraduate or professional studies and those who attend other post-secondary educational institutions at a Cincinnati State location. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
3. The term "FACULTY MEMBER" means any person hired by the College to conduct classroom activities.
4. The term "COLLEGE OFFICIAL" includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term "MEMBER OF THE COLLEGE COMMUNITY" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Vice President of Enrollment and Student Development.

6. The term "COLLEGE PREMISES" includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, or controlled by the College including adjacent streets and sidewalks.
7. The term "ORGANIZATION" means any number of persons who have complied with the formal requirements for College recognition or registration.
8. The term "JUDICIAL BODY" means any person or persons authorized by the Vice President of Enrollment and Student Development to determine whether a student has violated the student code and to recommend imposition of sanctions.
9. The term "JUDICIAL ADVISOR" means the Vice President of Enrollment and Student Development or a College official authorized on a case-by-case basis by the Vice President of Enrollment and Student Development to impose sanctions upon students found to have violated the student code of conduct. The Vice President of Enrollment and Student Development may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the Vice President of Enrollment and Student Development from authorizing the same judicial advisor to impose sanctions in all cases.
10. The term "APPELLATE PANEL" means any person or persons authorized by the Vice President of Enrollment and Student Development to consider an appeal from a judicial body's determination that a student has violated the student code of conduct or from the sanctions imposed by the judicial advisor.
11. The term "SHALL" is used in the imperative sense.
12. The term "MAY" is used in the permissive sense.
13. The Vice President of Enrollment and Student Development (Vice President) is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.
14. The term "POLICY" is defined as the written regulations of the College as found in, but not limited to, the College catalog.
15. The term "CHEATING" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
16. The term "PLAGIARISM" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term "PRIVILEGES" includes, but is not limited to:
  - a. use of College facilities (game room, fitness center, etc.),
  - b. ability to be on campus outside of class times.
1. Disruption of, or interference with, any College activity, including teaching, administration, or other public service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises;
2. Harassment. Violations of this policy include, but are not limited to:
  - a. Any act, display or communication that reflects Sexual Misconduct, Sexual and intimate partner violence and Stalking.
  - b. Any act, display, or communication that would cause a reasonable person to fear for his or her personal safety. This includes, but is not limited to, physical coercion or restraint.
  - c. Any act, display, or communication that causes substantial injury or distress on the part of the person or persons to whom it is specifically directed that results in the individual being deprived of educational activities or opportunities. This includes, but is not limited to, unwanted sexual advances or request for sexual favors.
  - d. Any attempt to repeatedly make contact, either in person or electronically, with a person over his/her stated objections, when such contact serves no legitimate purpose. This includes, but is not limited to, intentionally following another person in or about a public place or places.
3. Sexual harassment of any person. (See Sexual Harassment Policy in College Catalog).
4. Public intoxication or the use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcoholic beverages except as expressly permitted by law and College regulations;
5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property on campus;
6. Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name;
7. Solicitation, distribution, selling or promotion of materials on Cincinnati State owned or controlled property. Exceptions may be made for recognized student organizations after registering with the appropriate College official or permission from the event scheduling office;
8. Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so;
9. Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular;
10. Permitting another person to use his or her College identification card, impersonating another person, or misrepresenting authorization to act on behalf of another person;
11. Knowingly instituting a false charge against another person;
12. Unauthorized use, alteration or in any way tampering with fire equipment, safety devices or safety equipment;
13. Leaving children unattended while on campus;
14. Failure to comply with the official and proper order of a duly designated college official;

## Prohibited Conduct

Though the following is not an inclusive list, any student found to have engaged, or attempted to engage, in any of the following conduct while within the College's jurisdiction, will be subject to disciplinary action by the College.



15. Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms or restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited;
16. Physical abuse (e.g. fighting), verbal abuse, threats, intimidation, stalking, coercion and/or conduct that threatens or endangers the health and safety of any person;
17. Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances, or drug paraphernalia, except as expressly permitted by law;
18. Misuse or misappropriation of College funds;
19. Acts of dishonesty, including, but not limited to, the following:
  - a. Furnishing false information to a College official or faculty member,
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification,
  - c. Tampering with the election of any College recognized student organization.
20. Hazing of any individual or organization as defined by the laws of the State of Ohio. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization, for which the acts do not result in bodily injury to any person;
21. Theft or abuse of computer time, including, but not limited to:
  - a. Unauthorized entrance into a file to intentionally damage, disable or impair computing or telecommunications equipment or software,
  - b. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with College computer use policies,
  - c. Introduction of viruses or other destructive software in College computer facilities,
  - d. Unauthorized transfer of a file.
  - e. Unauthorized use of another individual's identification and password.
  - f. Use of computing facilities to interfere with the work of another student, faculty member, or College official,
  - g. Use of computing facilities to interfere with the normal operation of the College computing systems.
  - h. Any violation of the Cincinnati State acceptable use of Information Technology Policy found in the College catalog.
    - i. Use of computer facilities to send or view obscene or threatening messages and/or images.
    - j. Unauthorized access to secured computer labs.
22. Unauthorized or fraudulent use of the College name, seal, emblem, nickname, mascot, or motto;
23. Unauthorized entry and/or occupancy of College facilities, including unauthorized possession, duplication, or use of keys to any College facility;
24. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
25. Trespass on College grounds – unauthorized entry into restricted areas, entry into College buildings when College is closed to the public.
26. Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), incendiary devices, smoke devices, knives, explosives or other dangerous weapons while on College owned or controlled property, or at College sponsored or supervised activities, except by College and other police officers and other persons specifically authorized by the College;
27. Any action that causes or attempts to cause a fire or explosion, including bomb threats, or any intentionally false reporting of a fire, or any tampering with the safety devices or the failure to leave College buildings during a fire alarm;
28. The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, sexual orientation or disability;
29. Battery or physical abuse of any person resulting in bodily injury;
30. Violation of a federal or state felony offense law or any off-campus illegal activity that could pose an imminent threat to the safety of any member of the College community;
31. Violation of any college policy (including the Non-Smoking policy (p. 158) described elsewhere in this catalog), prohibited conduct, federal or state misdemeanor offense, or equivalent offense under city or county law, involving no bodily injury or threat of bodily injury to any person.

## Social Media

Cincinnati State does not prohibit students from joining and participating in online communities as individuals. However, any online behavior (e.g. cyber bullying, verbal threatening behavior, etc.) that violates the College's Student Code of Conduct which is brought to the attention of a College official will be treated as any other violation of the Student Code of Conduct.

## Potential Sanctions for Violations of Prohibited Behaviors

1. Restitution: Compensation for loss, damage, or injury to College property.
2. Educational Sanctions: An Educational Sanction requiring attendance or participation in a pre-arranged class, program, or activity designed to prevent behaviors via education. These could include work assignments, essays, community service, and other educational assignments.
3. Formal Warning: Formal Warnings emphasize to the student that further violations will result in progressive sanctioning.
4. Conduct Probation: Conduct Probation serves as a warning to students that they are not in good standing with the College, and that further violations of the Code of Conduct could result in additional sanctions, up to and including Suspension or Dismissal.
5. Facility Suspension: The student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until a specific condition is met.
6. Facility Expulsion: Facility Expulsion entails the permanent loss of privileges to use a building or facility for an unlimited period of time.



7. **Loss of Privileges:** Loss of Privileges entails denial of specified privileges for a designated period of time.
8. **Suspension:** Suspension entails the termination of a student's enrollment for a particular period of time or until specific conditions are met. Suspended students may not be present on College property or at College sponsored events.
9. **Dismissal:** Dismissal entails the termination of a student's enrollment with the College. Dismissed students are prohibited from being present on College property or at College sponsored events.

## Judicial Procedures

### Initiation and Investigation of Code Violations

**Initiation.** Person(s) witnessing or experiencing what they believe to be a possible non-academic code violation should provide the information to the Vice President of Enrollment and Student Development. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of code, information and/or complaints should be provided to the Cincinnati State Police. The College will review all information and/or complaints received and may conduct a preliminary investigation of the alleged violation.

**Investigation.** The Cincinnati State Police shall have primary responsibility for the investigation of acts that involve suspected violation of federal, state, or local laws and applicable College policies. The Associate Dean of Enrollment and Student Development or his/her designee is authorized to investigate allegations involving violations of the Student Code of Conduct other than those involving academic misconduct. The Dean of the academic division is authorized to investigate allegations involving academic misconduct in that academic division. During the investigation of an alleged non-academic violation of the Student Code of Conduct, the student allegedly involved in misconduct will be sent a letter describing the alleged violation, requesting the student to make an appointment to discuss the matter, and specifying a date by which the appointment must be made. Upon receipt of a Student Code of Conduct report by the Vice President of Enrollment and Student Development, a registration hold will also be placed in the student's record in the student information database. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter. Upon completion of an investigation, the Vice President will decide upon an appropriate course of action, which may include taking no further action, deferring further action with or without conditions, or initiating charges with the appropriate College judicial body.

#### **Emergency Removal for Threatening or Disruptive Behavior.**

There will be occasions when, in the opinion of the instructor or other students, inappropriate classroom behavior by a student involves an imminent threat to safety or threatens to disrupt the classroom education process. In these circumstances the instructor should immediately contact Cincinnati State Police and have the student removed from the class. The Cincinnati State Police will provide an incident report for the Vice President of Enrollment and Student Development for Student Code of Conduct review. The instructor or staff member is also required to complete a Student Incident Report/Referral form outlining their perspective of the incident.

Threatening or disruptive behavior can be described in many ways. The definition will be left to the discretion of the classroom instructor or students at the time of the incident. In cases of uncertainty it

is recommended to err on the side of safety. The incident will be immediately managed and the rights and safety of all will be protected.

If emergency removal of a student is prompted by a physical altercation or an arrest because of an on-campus incident, the student shall be immediately referred to the Vice President of Enrollment and Student Development and shall not return to class without permission from the Vice President.

**Interim suspension.** When the Vice President of Enrollment and Student Development or his/her designee has reasonable cause to believe that the student's presence on College premises or at a College-related or registered student organization activity poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately suspended from all or any portion of College premises, College-related activities or registered student organization activities. This interim suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the College. The student may, within three (3) working days of the imposition of the suspension, petition the Vice President of Enrollment and Student Development for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the health or safety of others or to property. A hearing on such petition will be conducted without undue delay by the Vice President of Enrollment and Student Development or his/her designee.

### Filing of Complaint and Initiation of Charges

Every formal complaint of a non-academic violation of the Student Code of Conduct shall be handled in accordance with the procedures described herein:

1. Any student, faculty member, staff member or College administrator may file a formal complaint against a student alleging a violation of the Student Code of Conduct.
2. To be treated as a formal complaint, the complaint must be reported using the incident form which can be found at following web address: <https://publicdocs.maxient.com/incidentreport.php?CincinnatiState>. Any verbal complaint not placed in written form may be handled and disposed of by the Associate Dean of Enrollment and Student Development or designee in any informal manner that they deem to be appropriate. A written complaint alleging a violation of the Student Code of Conduct should be filed with the College as soon as possible following the discovery of the alleged violation. The written complaint must be filed within thirty (30) calendar days from the date upon which a College official becomes aware of the alleged violation and identifies the student(s) who allegedly committed the violation. Absent extraordinary circumstances, the College must initiate charges, if any, within one year of the filing of the complaint.
3. All formal non-academic complaints will be referred to the Associate Dean of Enrollment and Student Development for investigation, mediation, and/or possible resolution. After interviewing the accused student and all appropriate witnesses in the matter, and reviewing documentary and other evidence related to the matter, the Associate Dean may take the following actions:
  - Determine that no or insufficient grounds exist to believe that a violation occurred and dismiss the complaint.

- Determine there are grounds to believe that a violation occurred, then discuss a resolution with the accused student, which may include the imposition of any sanctions.
  - Determine that sufficient grounds exist to believe that a violation occurred and forward the issue to the Student Conduct Hearing Panel to conduct a formal hearing of the complaint. In the event of such a determination, the Associate Dean shall prepare a report, including a summary of the complaint and the issues involved, and list of potential witnesses and other persons believed to have information about the complaint.
4. If the Associate Dean of Enrollment and Student Development was involved either in the incident that gave rise to the allegation of a Code violation, or previously counseled the accused student or the complainant about the matter, the Vice President of Enrollment and Student Development may appoint a designee to hear the case.
5. If the matter is not resolved by the Associate Dean in accordance with item 2, then the Student Conduct Hearing Panel will be convened within thirty (30) calendar days, following notification to the accused student.

**Notice of charges.** Students shall be notified of College charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by email to the accused student's official College email address or by mail to the accused student's local or permanent address on file with the Registrar's Office. All students are required to maintain an accurate and current local and permanent address with the College registrar. Following notification of charges, students are strongly encouraged to and shall be afforded the opportunity to meet with a College official, Vice President, Dean or designee for the purpose of explaining the College judicial process and discussion of the charges. Failure of the accused student to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the College from scheduling and conducting a hearing in the absence of the accused student.

**Standard of Evidence.** The standard of evidence used to determine responsibility is a "preponderance" ("more likely than not") of evidence. This determination is based on the greater weight of evidence and does not require a standard beyond a reasonable doubt.

## The Hearing

**Due Process.** In all situations students and student organizations will be assured of fair and equitable treatment through consistent adherence to the due process procedure as described herein:

1. Be notified of any complaint filed against the student.
2. Be heard in an unbiased non-threatening environment.
3. Know the identity of the complaining party (unless it will cause a clear and present danger to the complainant).
4. Be notified of any sanctions or actions in writing.
5. Be notified of the appeals process.

**Administrative Decision.** In all cases, a student charged with one or more violations of the student code has the right to a hearing. Depending on the nature of the offense, the hearing will be with the Vice President or the Hearing Panel. However, in a case where a charged student admits such violations verbally or in writing, the student may request in writing to have a decision as to appropriate

action made administratively by the Vice President or designee. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the grounds that the sanction is grossly disproportionate to the offense committed.

**Hearing Panel.** If the Vice President chooses to refer the case to a Hearing Panel, the Panel will consist of:

- The VP of Enrollment and Student Development or designee
- Two (2) faculty members and two (2) staff members appointed by the VP.

The Vice President of Enrollment and Student Development or designee will serve as the panel chairperson. The chairperson will not vote on a decision unless there is a tie.

Note: No hearing shall take place without a minimum of two (2) faculty/staff members and the non-voting chairperson.

**Notice of hearing.** If a hearing is to be held, the Vice President will schedule a date and time for the Hearing Panel to convene to hear the complaint, taking into consideration the class schedule of the accused student and the availability of potential witnesses and Hearing Panel members. If at all possible, the Hearing should take place within thirty (30) calendar days following the referral of the matter to the Vice President. Written notification of the Hearing may be hand delivered; sent by email to the accused student's official College email address; or mailed to the last known address of the student, either by certified mail or first class mail, no fewer than ten (10) calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated Vice President or designee or panel, a tentative list of potential witnesses, a statement of the student's rights, and information on the hearing procedures. The accused student may request a postponement for reasonable cause, or a hearing separate from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing. The student may also have an attorney or any other person of the student's choosing or present at the Hearing, but this person shall be an observer only and shall not participate in the Hearing.

**Hearing procedures.** Although the procedural requirements are not as formal as those existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

1. Attendance at hearings is limited to those directly involved or those requested by the Associate Dean or designee or panel to attend. The Associate Dean or designee or panel will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.
2. The accused student may have an advisor throughout the hearing. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the Associate Dean or designee or panel.
3. The accused may submit a written statement, may invite relevant factual witnesses to attend and answer questions, may invite character witnesses to submit written statements, may, as approved in advance by the Associate Dean or designee, invite character witnesses to testify in person, may ask questions of

witnesses called by others, and shall be notified of potential witnesses to be called. The accused must also submit a list of potential witnesses, and identify those who are character witnesses only, to the Associate Dean or designee at least two (2) business days prior to the hearing. The College may present witnesses as well as question those presented by the accused.

4. Written statements may be used only if a fact witness (i.e., not a character witness) cannot attend the hearing and the hearing cannot be postponed to accommodate the fact witness's schedule.
5. In cases requiring special expertise, the panel coordinator may appoint individuals with appropriate expertise to serve as consultants to the panel. The consultants may be present and provide information as called upon during the hearing but will not vote.
6. Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless a preponderance of the evidence supports the charge(s).
7. At the conclusion of hearing and review of all the information, including testimony, the accused student will be given the opportunity to make a closing statement. After the closing statement, the Hearing Panel will decide, by majority vote, outside the presence of the accused student and any other non-Hearing Panel members, whether the student violated the College Student Code of Conduct. At that time the Associate Dean will provide information to the panel about any prior misconduct by the student. Based upon the panel deliberations and any additional information presented, the panel will decide on what appropriate sanctions will be imposed.
8. Sanctions should be commensurate with the violation(s) found to have occurred. In determining the sanction(s) to be imposed, the Associate Dean or designee or panel should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Conduct, other than constitutionally protected expression, motivated by bias based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status may be considered an aggravating factor for sanctioning. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will also be considered an aggravating, and not a mitigating, factor. The Hearing Panel may recommend any of the sanctions set forth in this Student Code of Conduct as listed in Potential Sanctions.
9. A recommendation for suspension or dismissal of the student must be referred to the Associate Dean for approval and final disposition. The decision of the Hearing Panel shall be placed in writing, and the Associate Dean will provide documentation that due process has been followed. The Associate Dean will notify the student formally by registered mail of the decision. In the same notification, the student shall be informed of the procedure by which to appeal the decision.

**Record of proceedings.** A single record consisting of written notes, tape recording, or other method selected by the hearing panel or officer, will be made of all hearings. Such record will remain the property of the College but will be made available to the accused for review during the appeal period. A written notice of the decision and,

if found in violation, information regarding appeal procedures will be provided to the accused student.

**Failure to Appear.** If a student fails to appear for a scheduled conduct hearing with the Vice President or an appearance before the Student Conduct Hearing Panel, the case may be adjudicated and a sanction imposed. The Vice President of Enrollment and Student Development or Student Conduct Hearing Panel will consider the facts presented when making their decision. The student's absence will not be a factor in the determination. The Vice President of Enrollment and Student Development will then notify the student of the decision in writing. If the student is found in violation of the Student Code of Conduct and a sanction is applied, the sanction must be completed by the student in the allotted time or a hold will be placed on the student's record in the student database.

**Failure to Complete a Mandatory Sanction.** Failure to complete a required sanction is a serious offense at Cincinnati State. It is considered an additional violation of the Student Code of Conduct, and will usually result in more serious sanctions being imposed. Within two weeks of a student's failure to complete a sanction, a hold will be placed on the student's record in the student database, and any pre-registration activity may be deleted. Thus, it is very important for students to complete sanctions on time and avoid a hold being placed on their academic records or registration. Students refusing to complete sanctions also place themselves at risk of being disciplinarily suspended or dismissed from the College.

## Appeal Process

**Right to Appeal.** A student found to have violated this code has the right to appeal the original decision. An appeal of a decision must be submitted in writing and postmarked or hand delivered to the Vice President of Enrollment and Student Development, or sent via email, as provided below, within ten (10) calendar days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal panel is final.

**Grounds for appeal.** An appeal may be based only upon one or more the following grounds:

- Procedural error;
- Misapplication or misinterpretation of the rule alleged to have been violated;
- Findings of facts not supported by a preponderance of evidence;
- Discovery of substantial new facts that were unavailable at the time of the hearing; and
- That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

**Appellate panel** will consist of:

- Five (5) members of faculty and staff appointed by the Associate Dean of Enrollment and Student Development.
- One member of the Appellate Panel will be designated by the Associate Dean of Enrollment and Student Development to serve as the panel chairperson. The chairperson will not vote on a decision unless there is a tie. An alternate co-chair will be selected from the panel members.

### Appeal proceedings

- The appellate panel shall dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in the Grounds for Appeal section above.
- The appellate panel may decide the appeal based upon a review of the record.
- The appellate panel may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.

**Possible dispositions by the appellate panel** – The appellate panel may, after a review of the record, uphold the original sanction, dismiss the original sanction, or impose a lesser sanction. This will be communicated in writing to the student within 10 business days of the panel hearing.

#### Minor deviations from procedure

A student and Associate Dean or designee may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student.

**Confidentiality.** Disciplinary matters are kept confidential to the extent required by law.

## Retention of Records

All non-academic student disciplinary records are maintained in the office of the Vice President of Enrollment and Student Development for a period of five (5) years. Expulsion records are kept forever, all other files are purged after five years.

All statements in the publication are announcement of present policy only and are subject to change at any time without prior notice

# Information Technology and Resources

## Acceptable Use of Technology

### Overview

Acceptable Use policies define what users may or may not do in the process of utilizing Cincinnati State information technology (IT) resources.

### Scope

This policy addresses the use of Cincinnati State communications services and the communication of information among Cincinnati State employees (full & part-time), students, contractors, and vendors.

Cincinnati State reserves the right to modify this policy from time to time at its discretion.

## Policy Statement

Cincinnati State provides communications services for the convenience and efficiency of students, employees and school-approved business partners for use in the course and scope of conducting business for or with the school. All messages and documents sent or received through these communications services and/or stored on Cincinnati State owned or controlled computers,

servers, or other devices are subject to Cincinnati State integrity standards.

## Definitions

**Student** are individuals taking courses, credit or non-credit, degree-seeking or non-degree-seeking, at the College, and those who attend other educational institutions at a Cincinnati State location or who participate in an online relationship with Cincinnati State (in a high school College Credit Plus program, for example). Individuals who are not specifically enrolled for a specific term but who have a continuing relationship with the College are considered students

**Employees** are individuals classified as full-time, part-time (including adjunct faculty), or temporary employees of Cincinnati State, including student workers.

**College** refers to Cincinnati State Technical and Community College and its subsidiaries, divisions, and affiliates.

**Business Partners** are individuals or firms considered customers and suppliers of the College, including contractors and consultants.

**Communications Services**, for the purposes of this policy, are messages and documents sent or received via letter, memo, telephone, voice-mail, fax, audio/video tape, computer media, file/print servers, electronic mail, online computer services (internet, Google, etc.), instant messaging, wireless message devices or any other means provided by the College or conducted over College resources.

## Controls

### Content

Communications Services are provided for the convenience and efficiency of users in the course and scope of performing their duties for the College. Although they sometimes may be intended to be confidential, all communications may become subject to discovery in a civil or criminal proceeding, or to disclosure in response to a valid request for documents under the Ohio Public Records Act. The contents of electronic communications (e-mail, fax, computer files, etc.) and voice mail messages may have the same status as paper records.

The following types of messages are strictly prohibited:

- Messages with content that violates state, federal, or other public law, such as pornography, wire fraud, or copyright violation.
- Messages that intentionally spread computer viruses or other harmful content.
- Messages with threatening, harassing, abusive, vulgar, lewd, racially offensive, defamatory, or indecent content.
- Messages involving commercial transactions, chain letters, or solicitations and distributions that are not related to Cincinnati State.

### College-wide Message Distribution

In the event an employee (other than system administrators) wishes to use Cincinnati State communications services for distribution of a Cincinnati State-wide message, said message must be approved in advance by the Human Resources Department and/or the Marketing & Communications Department of the highest level that represents the audience to which the information will be sent.



## Personal Use of Communications Services

Occasional personal use of Cincinnati State communications services is allowed to Cincinnati State students and employees. The following rules apply to such usage:

- Students should use their Cincinnati State e-mail accounts primarily for communications related to their educational endeavors.
- Personal use of Cincinnati State communications services may in no way conflict with other policies, procedures, or guidelines.

## Internet Usage

Cincinnati State provides access to public information networks for the convenience and efficiency of students and employees in the scope of educational processes at Cincinnati State. It is the responsibility of each user to closely adhere to the following with respect to his or her use of all public information networks (e.g., the internet).

- A user shall utilize the the public information networks primarily for purposes relating to Cincinnati State, and shall refrain from recreational or idle activity. Incidental and occasional personal use is permissible, but such use is subject to all of the College's policies.
- A user shall not purposely visit any internet website that contains threatening, harassing, abusive, embarrassing, vulgar, lewd, racist, or indecent content or implication.
- A user is prohibited from downloading any software which is not approved by their instructor, supervisor, or respective Information Services group.
- A user shall strictly observe all license restrictions for software that may be used on the internet.
- A user may not violate any law or government regulation.
- A user may not send any message that is in any way threatening, harassing, abusive, embarrassing, derogatory, or vulgar in content or implication.

## Monitoring & Disclosure

It is critical that Cincinnati State be able, for its legitimate business purposes, to access and monitor all Cincinnati State communications services. Legitimate business purpose include (without limitation) such activities as: (a) legal or contractual obligations to produce any communication or audit any communication process; (b) retrieval of data from back-up or archive for system functioning; (c) network and system security; (d) safeguarding of Cincinnati State confidential information; (e) prevention of sexual harassment and workplace intimidation; (f) the investigation of complaints involving improper behavior and the enforcement of Cincinnati State policies; and (g) management and control of costs and capacity of Cincinnati State IT systems.

Generally, it is not practical for Cincinnati State to have separate access control and monitoring systems for business and personal use. Accordingly, all users of Cincinnati State communications services must expect that the following can be accessed or monitored for legitimate business purposes.

- Messages sent or received via Cincinnati State-provided internal or external electronic communications services, including e-mail and voice mail

- Data or software stored on Cincinnati State-owned computers, servers, storage media or other devices
- Usage of the internet or Cincinnati State intranets

No facilities are provided or maintained for private or confidential e-mail, voice mail or computer files. Cincinnati State may:

- Authorize security personnel system administrators, and/or supervisors to review and/or monitor electronic or voice mail messages and/or data or software contained on Cincinnati State computers, servers, storage media or other devices on a periodic, random and/or ongoing basis to ensure compliance with this policy, for other purposes authorized by law or as part of an investigation
- Grant access for other staff, for necessary business purposes, to access data or software stored on Cincinnati State equipment

## Violations

Any student or employee found to have violated Cincinnati State policy related to access or use of Cincinnati State communications services will be subject to disciplinary action up to and including termination (employees) or expulsion (students).

In addition, subject to local, state or federal laws, employees could face criminal charges resulting in a fine or imprisonment.

## Student Recording and Distribution of Course Lectures and Materials

Students may not photograph, record (using audio or video technology), duplicate, reproduce, transmit, distribute, or upload or share via internet or website environments any class lectures, discussion, and/or other course materials, unless written permission has been obtained in advance from the instructor.

In the case of class discussions and/or presentations, permission must also be obtained from all students in the class and any guest speakers, if applicable. All participants must be informed in advance that activities will be recorded.

Students should review the course syllabus for instructions regarding the instructor's policy on class recordings. Unless directly authorized by the syllabus, any student wishing to record classroom activities must discuss this issue with the instructor and obtain written permission.

Any photograph or recording of class activities and/or materials is authorized solely for use as an educational resource by an individual student or, when permission is granted, with other students enrolled in the same class. Photographs and/or recordings may not be publicly exchanged, distributed, shared, or broadcast for any purpose.

Permission to allow a photograph or recording is not a transfer of any copyrights.

Violation of this policy may subject a student to disciplinary action under the College's Student Code of Conduct (p. 195).

Exception: it is not a violation of this policy for a student determined by the Office of Disability Services to be entitled to educational accommodations to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures, discussions, and/or course materials for personal research



and study. However, all other restrictions on other use and/or distribution apply in such cases.

# Student Services\*

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Cincinnati State provides an array of services and support for students.

Many of these services involve the academic life of the College. These services include academic advising, career counseling, and tutoring, as well as programs specifically designed to support the needs of veterans, international students, and other distinctive student groups

Student services also include offerings provided by the Student Activities Office. The staff members of the Student Activities Office assist student clubs and organizations and facilitate a wide range of student-focused events.

## Academic Support Services

### GED Testing

Cincinnati State operates a GED Testing Center (through the College's Educational Opportunity Center) as part of our mission to provide access to educational opportunities and to prepare individuals for success. Additionally, the College maintains an extensive network of contacts with social service agencies and career centers throughout Greater Cincinnati.

For more information about the GED Testing Program for individuals who wish to earn a high school equivalency credential, please call (513) 569-1830.

### Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, other faculty members, and some staff members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

### Counseling Services

Cincinnati State Counseling Services promote student learning and development by providing counseling and referral services that address the developmental, career, and mental health needs of Cincinnati State students. Counseling Services are located in Main Building Room 171 (Clifton Campus), or call (513) 569-5779.

Counseling Services offered include:

**Assessment:** Help in identifying a student's needs, appropriate services, and a possible referral to community resources.

**Career Counseling:** Help students clarify interests and values, assess skills, and learn about the world of work and continuing education opportunities.

**Consultation:** Counselors are available for consultation with students, faculty, and administrators. Not every concern a student presents is necessarily served best by the College's Counseling Services. If it is determined that a student may be better served through other resources, the Counselor will refer the student to a related service on campus or to a community resource or agency.

**Mental Health/Personal Counseling:** Enrolled students may take advantage of one-on-one, short-term counseling that is voluntary and focuses on personal concerns that impair a student's ability to function in a classroom setting. Mental health counseling and crisis intervention are among the services provided.

### Disability Services

The College's Office of Disability Services works with students to ensure they receive academic accommodations in their courses of study. The primary goal is to guarantee that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. Services and programs are available for students according to individual need. Students who consistently use the resources and accommodation services tend to earn higher grades and graduate at a higher rate than students who choose not to use them.

The College has renovated areas to make its facilities accessible to students with disabilities. Outdoor and indoor ramps, elevators, and specially-designed restroom facilities are available to assist any physically disabled person.

Students with disabilities who need accommodations must first register with the Office of Disability Services and present appropriate documentation. Additionally, students must present their class schedules to the Disability Services Office at the start of an academic semester to determine appropriate accommodations. Students requesting accommodations after the fifth week of a semester may be required to have instructor consent before receiving certain services.

Services available include test proctoring, note-taking, scribing, interpreting, assistive technology, advocacy, and providing audio texts and Braille access, as well as referrals to other support services on campus and to community resources.

For more information, contact the Office of Disability Services in Main Building Room 129 (Clifton Campus), or call (513) 569-1775.

### Honors Program

The Honors Program is for highly-motivated, highly-qualified students enrolled at Cincinnati State. Students in the Honors Program participate in challenging coursework, close student-instructor interactions, and interdisciplinary and intercultural explorations.

The goal of the program is to enable qualified students to transfer to a four-year college or university or enter a professional field at a high level of ability by developing the leadership, creativity, and cognitive skills that foster lifelong career success. Admission to the Honors Program allows students to enroll in specially designed Honors courses and to participate in cultural, social, scientific, and community events.

The Honors Program at Cincinnati State is open to all full-time and part-time degree-seeking students who meet Honors Program entrance criteria. For more information see the Honors Program (p. 144) description elsewhere in this catalog.

## International Students Office

The International Student Office is responsible for developing programs to support and serve the international student community. Other services include:

- Advising on admission processes and immigration regulation assistance
- Helping international students adapt to the campus environment
- Referring international students to internal and external resources

The International Students Office is located in Main Building Room 196 (Clifton Campus), or call (513) 569-4769.

## Library

The Johnnie Mae Berry Library, named for the College's first librarian, provides library services to the College community. The library is open from 7:30 a.m. to 10 p.m. Monday through Thursday, 7:30 a.m. to 4:30 p.m. on Friday, and 8 a.m. to 4 p.m. on Saturday. (The Library is closed on holidays and other days the College is closed.)

Trained Library staff members assist library patrons in locating information and using the College's reference, circulation, and periodical collections. Help is also available by contacting the library via phone, chat, or email.

Along with standard print items, the library has a wide array of electronic resources available wherever there is internet access. The library's online homepage is located at [www.cincinnati-state.edu/library](http://www.cincinnati-state.edu/library). The library website provides access to:

- BLINK, the library's online catalog
- Full-text articles via numerous databases and the Electronic Journal Center
- Subject and course-specific Library Guides to assist with research 24/7
- Video tutorials to help students find books and articles and avoid plagiarism

On-campus patrons have access to 19 computers and 30 laptops located on the main level of the library.

Students may check out circulating books for 3 weeks and fiction DVDs for 3 days by presenting a valid SurgeCard (ID card). Books may be renewed up to 6 times, provided no one has placed a hold on the item. DVDs are not renewable.

All circulating items incur fines of 50 cents per day if overdue. Items not returned within 30 days of being overdue will be billed at a rate of at least \$85 per item to cover the replacement and processing costs. Upon return of the overdue item, the charge is reduced to \$35 per item. All fines and bills are added to student accounts and can be paid at the Cashier's Office.

Cincinnati State is a member of the Ohio Library Information Network, also known as OhioLINK. This network provides access to a central catalog of the colleges and universities throughout Cincinnati and Ohio. Students can request books from any other OhioLINK libraries

through this system. Items are usually delivered within 5 days and are checked out for 3 weeks and can be renewed up to 6 times. Overdue fines of 50 cents per day are charged for books borrowed from other libraries. A bill of \$125 per item is generated for books overdue for 30 days, but reduced to \$50 if the item is returned.

Cincinnati State students also have access to a number of libraries in the area through the SWON Libraries (Southwest Ohio and Neighboring Libraries). To use the member libraries, students must obtain a SWON Common Patron ID card at the Circulation Desk in the Berry Library. SWON's website, [www.swonlibraries.org](http://www.swonlibraries.org) (<http://www.swonlibraries.org>), provides access to a member directory and lending policies.

The library's media collection provides a variety of popular and instructional videos which are available for students to view in the library during open hours. Media items in the Fiction and Biography sections are available for a 3-day check-out by students.

Laptops and Reserve items (including some textbooks) are available at the Check Out Desk to check out for 2 hours of in-library use. A SurgeCard (ID card) is required. The laptops contain the software found in College computer labs and connect to the internet via a wireless network. Students with overdue laptops or reserve items are subject to a fine of \$5 for each hour the laptop or reserve item is late.

Group study rooms (4 rooms in total) are available for groups of two or more for 2-hour periods. A variety of tables, desks, and carrels for individual study are present throughout the library. Two coin-operated copiers are available. Copies are 10 cents per page, but scanning to a student's external storage drive is free. Students can also print documents from library computers and laptops using print funds allocated to their SurgeCard ID cards.

## MyServices

MyServices is the pathway to web-based student services at Cincinnati State. Through MyServices, students can register, add, and drop classes, view and print class schedules, make payments, check on financial aid status, view and print grade reports, and access a variety of other services. To access MyServices, go to the Cincinnati State website at [www.cincinnati-state.edu](http://www.cincinnati-state.edu), and then choose MyCState. Log in with username and password, then choose the MyServices tab.

## Study Abroad

To facilitate opportunities for study outside the U.S., Cincinnati State has affiliation agreements with the University of Arizona Yangtze International Study Abroad program (YISA) and International Studies Abroad (ISA). Students are not limited to these programs and are free to participate in other school/organization-sponsored programs.

Inquiries about Study Abroad should be directed to the International Students Office in Main Building Room 196 (Clifton Campus), or call (513) 569-4769.

## Success Center (Tutoring Services)

Cincinnati State provides free tutoring services to any student enrolled at the College. There are two locations in the Main Building of the Clifton Campus: Room 261 and Room 228B.

The Success Centers at Cincinnati State serve as resources to support, improve, and enhance student learning. In addition to faculty and staff volunteers and paid staff, student tutors work in the Success

Center. Student tutors have received an A or B in their coursework. Tutors are hired after a recommendation from Cincinnati State faculty members, and are trained to provide effective support.

Tutoring can be provided for most courses when students request assistance. Tutors can share ideas, interpret and clarify terms, and guide students' efforts. However, they will not do the tutored student's homework. Tutors may answer questions and explain terms and concepts, but may not correct written work before it is turned in. The student receiving tutoring must attend class regularly, read the textbook, be prepared for tutoring sessions, have relevant questions, and complete all homework assignments. These efforts will facilitate academic success.

For more information, email [successcenter@cincinnati-state.edu](mailto:successcenter@cincinnati-state.edu), or call (513) 569-1614.

## TRIO/Support Services for Students

TRIO Student Support Services (SSS) is funded by the U.S. Department of Education through a grant. TRIO SSS staff members work with first-generation, low income, and/or disabled students who demonstrate an academic need. The goal of the program is to assist students in completing an associate's degree and then transferring to a bachelor's degree program. Tutoring, academic coaching, and other support services are provided.

## Veterans Affairs

The Office of Veteran Student Affairs at Cincinnati State offers assistance to veterans, eligible dependents, and selected reservists who wish to initiate, continue, or resume using their VA educational benefits.

The office provides benefit counseling, assistance with filing claims to the Department of Veterans Affairs, admission advising, and referrals to other support services on campus and to various community agencies. The office also monitors student degree plans and graduation progress. Information sessions are held weekly.

The State Approving Agency for Veterans Training has approved Cincinnati State for the education and training of veterans and all their dependents under all existing public laws. Inquiries concerning eligibility should be directed to the Coordinator of Veteran Student Affairs in Main Building Room 135 (Clifton Campus), or call (513) 569-1543.

## Writing Center

The Cincinnati State Writing Center, located in Room 235 Main Building (Clifton Campus), offers instructional support, free of charge, to students whose coursework includes written assignments.

The Writing Center's mission is to provide students with the best help possible. Writing Center tutors are qualified, experienced writing instructors who teach a variety of classes at Cincinnati State or other institutions. They are familiar with the requirements and expectations of Cincinnati State courses involving writing.

Limited walk-in service is available at the Writing Center, but appointments are preferred. Students should log into their Cincinnati State account and use Starfish to schedule appointments with Writing Center tutors.

# Campus Life Services

## Athletics

Cincinnati State's intercollegiate sports program is regionally and nationally noted for success.

Cincinnati State competes in the National Junior College Athletic Association (NJCAA) and the Ohio Community College Athletic Conference (OCCAC) in these sports:

- Basketball (men's and women's teams)
- Soccer (men's and women's teams)
- Volleyball (women's team)
- Golf (men's team)

All teams compete under the rules and regulations of the NJCAA Region XII (Indiana, Michigan, and Ohio).

Cincinnati State teams have advanced to the NJCAA national championships and Surge athletes have earned All American honors. Team schedules feature high-level competition and provide exposure for student-athletes interested in continuing their athletic pursuits at four-year institutions.

More information is available in the Athletics (<http://www.cincinnati-state.edu/students/calendars/athletics-calendar>) section of the College website.

## Student Activities

The Office of Student Activities, located in Room 204 of the ATLC building (Clifton Campus), provides services and programming for all students. These activities provide experiential learning options outside the classroom, promoting lifelong learning and building skills needed for academic success and college completion.

Student Activities provides opportunities for students to participate in a diverse range of activities and events on and off-campus, including club/organization memberships as well as social and educational events. Students are encouraged to get involved in the planning and implementation of campus events and social activities.

Upcoming campus events are announced to students via College email and social media accounts, events calendars, and notices posted on campus.

## Clubs and Organizations

Students are encouraged to join clubs and organizations that appeal to their academic and social interests. Student organization offices are located in the Office of Student Activities, Room 204 of the ATLC building (Clifton Campus).

New clubs and organizations must be chartered through the Office of Student Activities and the Student Government. Additional information is available from the Office of Student Activities.

### Current student clubs and organizations are:

Adult Learners on Campus  
 American Culinary Federation Junior Chapter at MCI  
 American Society of Civil Engineers  
 Biology Club  
 Black Male Initiative

Cincinnati State American Chemical Society Student Chapter  
 Cincinnati State American Concrete Institute Student Chapter  
 Cincinnati State Cheerleaders  
 Cincinnati State Historical Club  
 Cincy4Christ  
 Club of Design Excellence (CODE)  
 Early Childhood Club  
 Environmental Club  
 Food Pantry Club  
 Go Club  
 In the Zone  
 International Student Association  
 Interpreter Training Club  
 Landscape Horticulture Club  
 Leadership Club  
 National Association of Home Builders (NAHB)  
 National Society of Black Engineers  
 Nursing Student Organization  
 Phi Theta Kappa  
 Psychology Club  
 Respiratory Care Club  
 Society of Women Engineers  
 Spanish Club  
 Student Government  
 Student Occupational Therapy Association (SOTA)  
 Veterans Student Association  
 Women's Empowerment Alliance of CSTCC  
 Young Print Media Professionals

A SurgeCard is required to obtain information about available financial aid funds that can be used to purchase books in the College bookstore. Financial aid funds are never deposited on the SurgeCard.

More information about SurgeCards is available from the Student Activities Office, or phone (513) 569-5747.

## Student Government

All students are encouraged to attend Student Government meetings. The Student Government is involved in student activities and acts as a liaison between students and the College administration. Additional information is available through the Office of Student Activities, Room 204 of the ATLC building (Clifton Campus).

## Surge Cards

Every student enrolled in classes is required to have a College identification card (SurgeCard) with them at all times for security purposes. The initial SurgeCard is free and is available from Student Activities, in Room 204 of the ATLC building (Clifton Campus), after a student has registered for classes that semester.

The SurgeCard is required to use some campus services such as the library, parking, and fitness center, and for admission to College sports activities. Additional uses for the SurgeCard include the bookstore, computer lab printing, food services, vending machines, day care door access for qualified parents, and other services.

Every registered student receives \$15.00 on their SurgeCard each semester for free printing in College computer labs.

To replace a lost SurgeCard, go to the Cashier's office in the Main Building (Clifton Campus) and pay a \$10.00 fee. Bring the receipt for this payment to the Student Activities office and a replacement SurgeCard will be issued.

Parking privileges can be added to a SurgeCard after the parking fee is paid online through the student's Cincinnati State account.



# Course Descriptions

## Cooperative Education/Experiential Learning Courses

Each degree program that includes cooperative education and internship experiences has a set of assigned courses. All co-op and internship courses follow the model shown below. Each time a student registers for a co-op or intership experience, a different course number will be required.

- **Part-Time** co-op registration uses course numbers 191 through 196
- **Full-Time** co-op registration uses course numbers 291 through 293
- **Internship** registration uses course numbers 294 and 295

Within this Catalog only the first part-time co-op, full-time co-op, and/or internship course is listed for each program.

Clinical experience courses in various degree programs uses course numbers that are different from those shown here. All clinical courses are listed in the Catalog.

Students with questions about co-op registration should talk to their academic Program Chair or Cooperative Education Coordinator for additional information.

## ACC

### Courses

#### **ACC 101 Financial Accounting** **3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to financial accounting and financial reporting for business entities. Topics include: the accounting cycle, inventories, cash, receivables, plant assets, current liabilities, stock transactions, long-term liabilities, and cash flows.

Prerequisites: None

Ohio Transfer Assurance Guide Approved

#### **ACC 102 Managerial Accounting** **3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to managerial accounting for business entities. Topics include: job-order and process costing, cost behavior and cost-volume-profit analysis, activity based costing, budgeting, standard costs, performance evaluation, relevant costs and capital budgeting.

Prerequisites: ACC 101

Ohio Transfer Assurance Guide Approved

#### **ACC 110 Accounting Information Systems** **2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on documentation, design, and operation of accounting information systems. Topics include: internal control, business processes, flowcharting, developing an accounting information system, and evaluating accounting software.

Prerequisites: ACC 101

#### **ACC 115 Accounting Software Applications: Sage (Peachtree)** **2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on processing business transactions using Sage Accounting (Peachtree) software. Topics include: processing information; internal controls; reports; and activities related to the sales and cash receipts cycle, the purchases and cash disbursements cycle, and the payroll cycle.

Prerequisites: ACC 101

#### **ACC 121 Computerized Bookkeeping: QuickBooks 1** **1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on processing transactions for small businesses using QuickBooks accounting software. Topics include: processing banking, customer, vendor, inventory, and payroll transactions; and generating and customizing financial reports. The course is delivered in a 7-week schedule.

Prerequisites: ACC 101

#### **ACC 122 Computerized Bookkeeping: QuickBooks 2** **1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A continuation of ACC 121. Topics include: setting up a new company, processing transactions for the entire accounting cycle of service companies and merchandising corporations, processing bad debts, processing credit card sales, and budgeting. The course is delivered in a 7-week schedule.

Prerequisites: ACC 101

#### **ACC 130 Payroll Procedures** **3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on payroll accounting and procedures. Topics include: payroll regulations and record keeping; computations of gross pay, employee withholdings and employer payroll taxes; and preparation of payroll tax returns.

Prerequisites: ACC 101

#### **ACC 135 Financial Statement Analysis** **2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on understanding and interpreting corporate annual reports. Topics include: trend analysis, common-size statements, and ratio analysis.

Prerequisites: ACC 101

#### **ACC 140 Fund Accounting for Non-profit Organizations** **3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles and practices of accounting for non-profit organizations including government entities, school systems, colleges and universities, and charitable and religious organizations. Topics include: transaction analysis, appropriations, encumbrances, budgeting, and financial reporting.

Prerequisites: ACC 101

#### **ACC 175 Federal Taxation: Individuals** **3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on federal income taxation as it relates to individual taxpayers. Topics include: elements of the tax formula, tax issues associated with self-employment, and depreciation. Students prepare multiple tax returns and related schedules.

Prerequisites: None

#### **ACC 180 Federal Taxation: Business** **3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on federal income taxation as it relates to corporations, partnerships, and S corporations. Topics include: the elements of the tax formula, advanced tax issues, and property transactions. Students prepare multiple tax returns and related schedules.

Prerequisites: None

**ACC 185 State and Local Taxation****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on state and local income taxes, including payroll and unemployment taxes. Topics include: income and personal taxes, real estate taxes, sales and use taxes, and multi-state taxation. Students prepare multiple tax returns and related schedules.

Prerequisites: ACC 101

**ACC 191 Part-Time Cooperative Education 1: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**ACC 192 Part-Time Cooperative Education 2: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 191

**ACC 193 Part-Time Cooperative Education 3: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 192

**ACC 194 Part-Time Cooperative Education 4: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 193

**ACC 195 Part-Time Cooperative Education 5: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 194

**ACC 196 Part-Time Cooperative Education 6: Accounting****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: ACC 195

**ACC 198 First Year Special Topics in Accounting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to accounting that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ACC 199 First Year Independent Project in Accounting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Accounting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Accounting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ACC 201 Intermediate Accounting 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on theory and techniques of financial accounting. Topics include: preparing required financial statements and disclosures; accounting for cash, accounts and notes receivable, inventory, plant and equipment, and intangible assets; analyzing financial statements; and international standards.

Prerequisites: ACC 101

**ACC 202 Intermediate Accounting 2****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of ACC 201. Topics include: liabilities, stockholders' equity, investments, revenue recognition, income taxes, pension, leases, changes and disclosures in financial reporting, international standards, and analyzing financial statements.

Prerequisites: ACC 201

**ACC 210 Cost Accounting****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles and practices of cost accounting related to manufacturing and services businesses. Topics include: overhead rates, absorption and variable costing, job-order and process costing, standard costing and variance analysis, joint costs, cost allocations, and cost management.

Prerequisites: ACC 102

**ACC 221 Volunteer Income Tax Assistant 1****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on preparing federal and state income tax returns for low income and elderly taxpayers under the Internal Revenue Service's Volunteer Income Tax Assistant (VITA) and Tax Counseling for the Elderly (TCE) programs. Students must pass the Basic Level Certified VITA Volunteer exam to earn credit for this course.

Prerequisites: ACC 175

**ACC 222 Volunteer Income Tax Assistant 2****3 Credits. 1 Lecture Hour. 4 Lab Hours.**

A service learning course on preparing federal income tax returns under the Internal Revenue Service's Volunteer Income Tax Assistant (VITA) program. Topics include: tax interviews, assisting in tax return preparation for students and community members, and preparing for Advanced Level VITA Volunteer certification.

Prerequisites: ACC 221

**ACC 230 Professional Ethics for Accountants****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the ethical obligations of accountants. Topics include: codes of conduct of various professional accounting organizations, accounting scandals, and ethical decision-making.

Prerequisites: ACC 201

**ACC 240 Bookkeeping Certification Review****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course that prepares students for the American Institute of Professional Bookkeepers Certified Bookkeeper examination. Topics include: adjusting entries, correcting accounting errors, payroll, depreciation, inventory, and internal controls and fraud prevention.  
Prerequisites: ACC 102 and ACC 130

**ACC 250 Advanced Taxation****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on advanced taxation concerns such as tax research; tax returns required for trusts, estates, and nonprofit organization; and requirements for professional tax preparers.  
Prerequisites: ACC 180

**ACC 270 Auditing****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on the objectives of auditing and assurance services. Topics include: impact of the Sarbanes-Oxley Act on the auditing profession, audit reports, auditing standards, professional ethics, evidence, audit planning and testing, and internal controls and systems documentation.  
Prerequisites: ACC 201

**ACC 291 Full-Time Cooperative Education 1: Accounting****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: BUS 190

**ACC 292 Full-Time Cooperative Education 2: Accounting****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: ACC 291

**ACC 293 Full-Time Cooperative Education 3: Accounting****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: ACC 292

**ACC 298 Second Year Special Topics in Accounting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Accounting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

**ACC 299 Second Year Independent Project in Accounting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Accounting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Accounting faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

**Courses****ADC 100 Drugs in Society****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the use and abuse of drugs and alcohol. Topics include: causes of drug abuse, prevention, early intervention, and treatment programs.  
Prerequisites: None

**ADC 105 Addiction, Counseling, and Diversity****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A survey of addiction studies, emphasizing the importance of cultural competency in substance abuse counseling.  
Prerequisites: AFL 085 (or appropriate placement test score), and ADC 100 or 15 RCHs and Program Chair consent

**ADC 110 Pharmacology of Addiction****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on psychological and physiological effects of mood-altering substances. Topics include: physical and psychological characteristics of addiction; drug tolerance, dependency, and withdrawal; cross addictions; and drug interactions.  
Prerequisites: AFL 085 (or appropriate placement test score), and ADC 100 or 15 RCHs and Program Chair consent

**ADC 115 Ethics in Addiction Treatment****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on ethical and legal issues in the field of substance abuse counseling. Topics include: the counselor as a professional, values and helping relationships, client rights and counselor responsibilities, and ethics and cultural sensitivity.  
Prerequisites: AFL 085 (or appropriate placement test score), and ADC 100 or 15 RCHs and Program Chair consent

**ADC 120 Addiction Screening, Assessment, and Treatment****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on systematic approaches to addiction counseling. Topics include: making appropriate referrals, using community resources, collaborating in the counselor/client relationship, and planning and implementing treatment.  
Prerequisites: ADC 105, ADC 110

**ADC 125 Relapse, Treatment, and Prevention****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on factors that influence relapse in drug and alcohol abuse and best practices for preventing and treating relapse.  
Prerequisites: ADC 105, ADC 110

**ADC 198 First Year Special Topics in Addiction Studies****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Addiction Studies, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

**ADC 199 First Year Independent Project in Addiction Studies****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Addiction Studies that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Addiction Studies faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

**ADC**

**ADC 200 Dual Diagnosis: Substance Abuse and Mental Health**  
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. Topics include: differential diagnosis of chemical dependency and mental disorders; assessment strategies; intervention approaches; and working with clients with dual disorders, including addicted trauma survivors.

Prerequisites: ADC 120

**ADC 205 Addiction Studies Practicum**  
**2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Students spend at least seven hours per week in a substance abuse/addiction facility that serves culturally, linguistically, and socio-economically diverse populations, under the supervision of a Licensed Certified Chemical Dependency Counselor, Licensed Independent Social Worker or other professional with a Master of Social Work degree.

Prerequisites: ADC 115, ADC 120, ADC 125

**ADC 298 Second Year Special Topics in Addiction Studies**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Addiction Studies, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ADC 299 Second Year Independent Project in Addiction Studies**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Addiction Studies that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Addiction Studies faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## AFL

### Courses

**AFL 080 Fundamentals of College Reading and Writing**  
**5 Credits. 5 Lecture Hours. 0 Lab Hour.**

A course that integrates reading and paragraph-writing skills with strategies needed to succeed in other college courses. Students must earn a minimum grade of C to pass this course.

Prerequisites: Appropriate placement test score

**AFL 085 Applications of College Reading and Writing**  
**5 Credits. 5 Lecture Hours. 0 Lab Hour.**

A course that integrates critical reading and essay-writing skills with strategies needed to succeed in other college courses. Students must earn a minimum grade of C to pass this course.

Prerequisites: AFL 080 (minimum grade C) or appropriate placement test score

**AFL 098 First Year Special Topics in Academic Foundations: Language Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Academic Foundations: Language Arts, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**AFL 099 First Year Independent Project in Academic Foundations: Language Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Academic Foundations: Language Arts that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by AFL faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## AFM

### Courses

**AFM 090 Foundations of Basic Mathematics**  
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on using basic arithmetic operations to solve problems in a variety of contexts. Topics include: whole numbers, fractions, percents, proportional reasoning, and simple linear equations. Students must earn a minimum grade of C to pass this course.

Prerequisites: Appropriate placement test score

**AFM 091 Pre-Algebra****2 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on using basic arithmetic operations to solve problems in a variety of contexts. Topics include: integers, fractions, decimals, percents, variables, and algebraic expressions. Students must earn a minimum grade of C to pass. This course is delivered in a 7-week schedule.

Prerequisites: Appropriate placement test score

**AFM 092 Introductory Algebra****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on solving problems with algebra. Topics include: algebraic expressions; linear equations of one and two variables; graphing; slope and rate of change; and algebraic, graphic, and numerical representation. Students need a graphing calculator. Students must earn a minimum grade of C to pass. This course is delivered in a 7-week schedule.

Prerequisites: AFM 091 (minimum grade C) or AFM 090 (minimum grade C), or appropriate placement test score

**AFM 094 Basic Algebra****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on solving problems with algebra. Topics include: exponents; scientific notation; polynomials; systems of linear equations; and algebraic, graphic, and numerical representation. Students need a graphing calculator. Students must earn a minimum grade of C to pass. This course is delivered in a 7-week schedule.

Prerequisites: AFM 092 (minimum grade C) or AFM 095 (minimum grade C), or appropriate placement test score

**AFM 095 Foundations of Basic Algebra****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on investigating, representing, and solving problems with algebra. Topics include: literal equations; scientific notation; and algebraic, graphic, and numerical representation. Students must earn a minimum grade of C to pass this course.

Prerequisites: AFM 090 or AFM 092 (minimum grade C for both), or appropriate placement test score



**AFM 097 Intermediate Algebra****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on mathematical modeling and problem solving. Topics include: factoring polynomials; polynomial, radical, and rational functions; and quadratic equations. Students need a graphing calculator. Students must earn a minimum grade of C to pass. This course is delivered in a 7-week schedule.

Prerequisites: AFM 094 (minimum grade C), or appropriate placement test score

**AFM 098 First Year Special Topics in Academic Foundations: Math****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Academic Foundations: Math, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**AFM 099 First Year Independent Project in Academic Foundations: Math****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Academic Foundations: Math that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by AFM faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## AGR

### Courses

**AGR 100 Introduction to Urban Agriculture****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on practices for cultivating, processing, and distributing food in or near a village, town, or city. Topics include: history and politics of urban agriculture, and urban farm design.

Prerequisites: None

**AGR 105 Vegetable Crop Production****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and skills for production of vegetable crops. Topics include: business principles of specialty crops including planning, budgeting, production and harvest. Students must attend off-campus field trips.

Prerequisites: None

**AGR 135 Fruit and Nut Production****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the classification, identification, and culture of fruit and nut trees and shrubs for food production. Field trips are required.

Prerequisites: None

**AGR 140 Pest and Policy Management for Specialty Crops****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on principles and practices for identifying, diagnosing, and controlling common insect, disease, and weed pests in specialty crop production. Topics include: integrated pest management, organic farming principles, and farm policy and certification.

Prerequisites: None

**AGR 150 Fall Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on producing, harvesting, storing, and selling fall crops, with emphasis on sustainable agriculture techniques.

Prerequisites: None

**AGR 155 Spring Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on producing, harvesting, storing, and selling spring crops, with emphasis on sustainable agriculture techniques.

Prerequisites: None

**AGR 160 Summer Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on producing, harvesting, storing, and selling summer crops, with emphasis on sustainable agriculture techniques.

Prerequisites: None

## AHT

### Courses

**AHT 100 Workflow and Information Design for Health****15 Credits. 13 Lecture Hours. 4 Lab Hours.**

A course on foundation concepts related to redesign of workflow and information management in health information technology systems. Topics include: basics of computer science, health information management systems, networking, and health information exchange; culture and terminology of healthcare; usability and human factors; and quality improvement. The course is delivered through online instruction only.

Prerequisites: Admitted to WDC Health Information Technology training program

Instructor Consent Required

**AHT 105 Consulting for Health Information Techno****15 Credits. 13 Lecture Hours. 4 Lab Hours.**

A course on foundation concepts related to clinician and practitioner consulting in health information technology. Topics include: health information technology history and systems; public health; planning, management, leadership, and teamwork in health information technology; and quality improvement. The course is delivered through online instruction only.

Prerequisites: Admitted to WDC Health Information Technology training program

Instructor Consent Required

**AHT 110 Implementation Support for Health Inform****15 Credits. 13 Lecture Hours. 4 Lab Hours.**

A course on foundation concepts related to implementing support for health information technology systems. Topics include: health information technology history; networking and health information exchange; installing and maintaining health information technology systems; configuring Electronic Health Records; and analyzing vendor-specific systems. The course is delivered through online instruction only.

Prerequisites: Admitted to WDC Health Information Technology training program

Instructor Consent Required



**AHT 115 Implementation Management for Health Inf  
15 Credits. 13 Lecture Hours. 4 Lab Hours.**

A course on foundation concepts related to managing the implementation of health information technology systems. Topics include: culture and terminology of healthcare; public health; customer service in healthcare; project management and teamwork in health information technology; and analyzing vendor-specific systems. The course is delivered through online instruction only.

Prerequisites: Admitted to WDC Health Information Technology training program

**AHT 120 Technical and Software Support for Health  
15 Credits. 13 Lecture Hours. 4 Lab Hours.**

A course on foundation concepts related to providing technical and software support for health information technology systems. Topics include: basics of computer science and health information management systems; usability and human factors; installing and maintaining health information technology systems; configuring Electronic Health Records; and analyzing vendor-specific systems. The course is delivered through online instruction only.

Prerequisites: Admitted to WDC Health Information Technology training program

## AMT

### Courses

**AMT 100 Aviation Standard Practices  
6 Credits. 4 Lecture Hours. 6 Lab Hours.**

A course that uses FAA-approved instruction for foundation concepts and techniques in aviation maintenance. Topics include: fluid lines and fittings, materials and processes, and cleaning and corrosion control. Prerequisites: AFL 085 or appropriate placement test score

**AMT 105 Aircraft Orientation  
4 Credits. 2 Lecture Hours. 5 Lab Hours.**

A course on foundation concepts in aviation maintenance. Topics include: aircraft drawings, ground operations and servicing, mechanic privileges, and basic concepts of physics. Prerequisites: AFL 085 or appropriate placement test score

**AMT 110 Aircraft Electricity  
4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course that uses FAA-approved instruction for foundation concepts and techniques in aviation maintenance. Topics include: basic concepts of math, physics, and electricity; aircraft drawings; and maintenance forms and records. Prerequisites: MAT 120 or appropriate placement test score

**AMT 115 Aircraft Weight and Balance  
4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on foundation concepts and techniques related to aircraft weight and balance. Topics include: maintenance forms and records, and maintenance publications. Prerequisites: MAT 120 or appropriate placement test score

**AMT 120 Aircraft Non-Metal Structures  
5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on wood structures, aircraft covering, aircraft finishes, and inspection of bonded structures. Prerequisites: AMT 105

**AMT 125 Aircraft Metal Structures  
5 Credits. 3 Lecture Hours. 5 Lab Hours.**

A course on repairing and maintaining sheet metal structures. Topics include: selecting and installing rivets and fasteners, forming and bending sheet metal, and laying out repairs. Prerequisites: AMT 100 and AMT 105

**AMT 130 Aircraft Welding Processes  
3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on welding of magnesium, titanium, aluminum, and steel in aircraft. The course does not prepare students for certification specific to welding. Prerequisites: None

**AMT 135 Aircraft Landing Gear Systems  
5 Credits. 3 Lecture Hours. 5 Lab Hours.**

A course on repairing and maintaining aircraft landing gear systems and hydraulic and pneumatic power systems. Prerequisites: AMT 105 and MAT 121

**AMT 140 Airframe Electrical Systems  
6 Credits. 4 Lecture Hours. 4 Lab Hours.**

A course on troubleshooting aircraft electrical systems and inspecting direct current generators. Prerequisites: AMT 105 and AMT 110

**AMT 145 Airframe Electronic Systems  
2 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on aircraft instrument systems and communication and navigation systems. Prerequisites: AMT 105 and AMT 110

**AMT 150 Airframe Systems  
4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on systems for cabin atmosphere and control, position and warning, ice and rain control, fire protection, and aircraft fuel. Prerequisites: AMT 100, AMT 105, and AMT 110

**AMT 155 Airframe Assembly and Rigging  
5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on balancing rigging, and inspecting primary and secondary flight controls of rotor and fixed wing aircraft. Prerequisites: AMT 100, AMT 105, and MAT 121

**AMT 160 Airframe Inspection  
2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on inspection of airframes and sheet metal structures, repair of sheet metal structures, and conformity inspections on rotor and fixed wing aircraft. Prerequisites: AMT 105 and AMT 115

**AMT 191 Part-Time Cooperative Education 1: Aviation  
Maintenance Technology  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: AMT 100

**AMT 192 Part-Time Cooperative Education 2: Aviation Maintenance Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 191

**AMT 193 Part-Time Cooperative Education 3: Aviation Maintenance Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 192

**AMT 194 Part-Time Cooperative Education 4: Aviation Maintenance Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 193

**AMT 195 Part-Time Cooperative Education 5: Aviation Maintenance Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 194

**AMT 196 Part-Time Cooperative Education 6: Aviation Maintenance Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 195

**AMT 198 First Year Special Topics in Aviation Maintenance Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Aviation Maintenance Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**AMT 199 First Year Independent Project in Aviation Maintenance Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Aviation Maintenance Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Aviation Maintenance Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**AMT 201 Powerplant Maintenance 1****6 Credits. 4 Lecture Hours. 6 Lab Hours.**

A course that uses FAA-approved instruction for concepts and techniques in inspection and repair of radial engines; overhaul of reciprocation engines; and inspection, check, service and repair of reciprocating engines and engine systems.

Prerequisites: AMT 100 and AMT 105

**AMT 202 Powerplant Maintenance 2****6 Credits. 4 Lecture Hours. 6 Lab Hours.**

A continuation of AMT 201, using FAA-approved instruction for concepts and techniques in installation, troubleshooting, and removal of reciprocating engines; overhaul of turbine engines; and induction and engine airflow systems.

Prerequisites: AMT 201

**AMT 203 Powerplant Maintenance 3****6 Credits. 4 Lecture Hours. 6 Lab Hours.**

A continuation of AMT 202, using FAA-approved instruction in the subject areas of inspection, check, service, and repair of turbine engines and turbine engine installations; installation, troubleshooting, and removal of turbine engines; performing powerplant conformity and airworthiness inspection; engine exhaust and reverser systems; unducted fans; and auxiliary power units.

Prerequisites: AMT 202

**AMT 205 Starting and Ignition Systems****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course that uses FAA-approved instruction for concepts and techniques in ignition and starting systems for reciprocating and turbine aircraft engines. Topics include: inspection, troubleshooting, and repair.

Prerequisites: AMT 105 and AMT 110

**AMT 210 Engine Fuel and Lubrication Systems****6 Credits. 4 Lecture Hours. 6 Lab Hours.**

A course that uses FAA-approved instruction for concepts and techniques in lubrication systems, fuel metering systems, and engine fuel systems.

Prerequisites: AMT 100 and AMT 105

**AMT 215 Aircraft Propellers****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course that uses FAA-approved instruction for concepts and techniques in removal, installation, inspection, and repair of fixed and variable pitch aircraft propellers and propeller governing systems.

Prerequisites: AMT 105 and AMT 115

**AMT 271 Avionics 1****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on concepts and skills for repair of avionics equipment. Topics include: procedures used by air carriers and repair stations; avionics publications, forms, and records; tools and equipment; buildup of wire bundles; review of Boolean Algebra; and ARINC codes.

Prerequisites: AMT 155

**AMT 272 Avionics 2****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of AMT 271. Topics include: logic gates, troubleshooting analog and digital electronic systems to line replicable units, amplifier theory, on-board navigation and maintenance computer systems, and intercom and passenger entertainment systems.

Prerequisites: AMT 271

**AMT 291 Full-Time Cooperative Education 1: Aviation Maintenance Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**AMT 292 Full-Time Cooperative Education 2: Aviation Maintenance Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 291

**AMT 293 Full-Time Cooperative Education 3: Aviation Maintenance Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 292

**AMT 294 Internship 1: Aviation Maintenance Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 100

**AMT 295 Internship 2: Aviation Maintenance Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AMT 294

**AMT 298 Second Year Special Topics in Aviation Maintenance Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Aviation Maintenance Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**AMT 299 Second Year Independent Project in Aviation Maintenance Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Aviation Maintenance Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Aviation Maintenance Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## ART

### Courses

**ART 110 Introduction to Art****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of visual artistic expression in Western culture from ancient times to the present. Topics include: examining painting, sculpture, architecture, and other media for their style, function, and relationship to the historical and cultural developments of the period.

Prerequisites: None

Ohio Transfer Module Approved

**ART 111 Art History: Ancient to Medieval Periods****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A survey of world art including major works of painting, sculpture, and architecture of the Ancient and Medieval periods.

Prerequisites: None

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**ART 112 Art History: Renaissance to the Present****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A survey of world art including major works of painting, sculpture, and architecture of the Renaissance, Baroque, and Modern periods.

Prerequisites: None

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**ART 120 Design History****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on historical trends in two-dimensional and three-dimensional design. Topics include: key developments and contributors, design language, and effective description of design concepts in written and spoken communication.

Prerequisites: ENG 101 (minimum grade C)

**ART 125 Design Principles****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental principles and techniques for effective visual composition in print and multimedia applications.

Prerequisites: AFL 085 or appropriate placement test score

**ART 130 Photography****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamentals of photography for personal and professional expression, using film-based 35mm cameras.

Prerequisites: None

**ART 141 Drawing 1****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on fundamental techniques of drawing in pencil and other media, emphasizing visual observation and realistic expression.

Prerequisites: None

Ohio Transfer Assurance Guide Approved

**ART 142 Drawing 2****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A continuation of ART 141, emphasizing drawing the human figure.

Prerequisites: ART 141

Ohio Transfer Assurance Guide Approved

**ART 143 Drawing 3****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A continuation of ART 142, emphasizing independent development of a cohesive body of work using traditional and non-traditional drawing media and tools.

Prerequisites: ART 142 or instructor consent

**ART 145 Drawing with Pastels and Colored Pencils****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on fundamental techniques of drawing, using a variety of pastels and colored pencils to demonstrate understanding of color theory.

Prerequisites: ART 141 or instructor consent

**ART 150 Watercolor****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on fundamental principles and techniques of watercolor painting. Topics include: basic tools, color theory, brush techniques, styles, and framing and matting.

Prerequisites: None

**ART 161 Sculpture 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental techniques of sculpture using clay and other materials.

Prerequisites: None

**ART 162 Sculpture 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of ART 161, emphasizing envisioning and creating three-dimensional art works.

Prerequisites: ART 161

**ART 198 First Year Special Topics in Art****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Art, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ART 199 First Year Independent Project in Art****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Art that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Art faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ART 298 Second Year Special Topics in Art****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Art, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ART 299 Second Year Independent Project in Art****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Art that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Art faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

# AUTO

## Courses

**AUTO 100 Introduction to Automotive Technology****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on foundation concepts of the automotive industry.

Topics include: safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.

Prerequisites: None

**AUTO 111 Engine Repair****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on internal combustion engines. Topics include: engine classification, identification of parts, disassembly, inspection, and measurement; failure analysis; reassembly; and tools and procedures used in the engine rebuilding process.

Prerequisites: AUTO 100

**AUTO 140 Suspension and Steering****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on operation, diagnosis, service, and repair of steering and suspension systems. Topics include: wheels and tires, front and rear suspension systems for front-wheel drive and rear-wheel drive vehicles, and wheel alignment angles.

Prerequisites: AUTO 100 and AUTO 161

**AUTO 150 Brakes****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on operation, diagnosis, service, and repair of automotive braking systems. Topics include: hydraulic, mechanical, and anti-lock braking systems; power assist units; and machine operations of drums and rotors.

Prerequisites: AUTO 100 and AUTO 161

**AUTO 161 Electrical/Electronic Systems 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on systematic diagnosis and repair of basic automotive electrical circuits. Topics include: Ohm's law, interpreting wiring schematics, step-by-step testing procedures, starting and charging systems, and automotive component testing.

Prerequisites: None



**AUTO 162 Electrical/Electronic Systems 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of AUTO 161. Topics include: wiring schematic interpretation, diagnosis, and repair of driver information systems, cruise control systems, motor driven accessories, heated glass, and electronic body control systems.

Prerequisites: AUTO 100 and AUTO 161

**AUTO 170 Heating and Air Conditioning****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on diagnosis, service, and repair of automotive air conditioning and heating systems. Topics include: performance testing, pressure and leak testing, electrical and mechanical controls, compressors, clutches, safety devices, and ozone-safe service.

Prerequisites: AUTO 100 and AUTO 161

**AUTO 175 Powertrain Systems and Service****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on assessment and replacement of major powertrain components. Topics include: procedures for replacing and servicing engines, drivetrain components, automatic transmissions, manual transmissions, and differentials.

Prerequisites: AUTO 100 and AUTO 111 and AUTO 161

Instructor Consent Required

**AUTO 181 Engine Performance 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on engine performance diagnostics and fuel injection and ignition systems. Topics include: evaluation of basic engine mechanical system through vacuum, cylinder power balance, compression, and cylinder leakage testing.

Prerequisites: AUTO 111 and AUTO 161

**AUTO 182 Engine Performance 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of AUTO 181. Topics include: On-Board Diagnostics systems, scan tools that retrieve diagnostic codes and data, diagnostic flow charts, and testing and replacing computer sensor inputs and computer-controlled output components.

Prerequisites: AUTO 181

**AUTO 191 Part-Time Cooperative Education 1: Automotive****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**AUTO 192 Part-Time Cooperative Education 2: Automotive****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AUTO 191

**AUTO 193 Part-Time Cooperative Education 3: Automotive****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AUTO 192

**AUTO 194 Part-Time Cooperative Education 4: Automotive****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AUTO 193

**AUTO 195 Part-Time Cooperative Education 5: Automotive****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AUTO 194

**AUTO 196 Part-Time Cooperative Education 6: Automotive****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AUTO 195

**AUTO 198 First Year Special Topics in Automotive****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Automotive, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**AUTO 199 First Year Independent Project in Automotive****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Automotive that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Automotive faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**AUTO 291 Full-Time Cooperative Education 1: Automotive****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**AUTO 292 Full-Time Cooperative Education 2: Automotive****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AUTO 291



**AUTO 293 Full-Time Cooperative Education 3: Automotive**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: AUTO 292

**AUTO 298 Second Year Special Topics in Automotive**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Automotive, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

**AUTO 299 Second Year Independent Project in Automotive**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Automotive that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Automotive faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

## AVP

### Courses

**AVP 100 Introduction to Audio/ Video Production**  
**4 Credits. 4 Lecture Hours. 1 Lab Hour.**

A course on foundation principles of videography and lighting, audio and sound design, and video editing and post production. Topics include: industry vocabulary, workflow, and professional practices.  
Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**AVP 110 Videography:Single Camera Production & Lighting**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for single camera video production. Topics include: industry terminology, pre-production and planning, camera types and formats, shot composition, and use of gripping and support equipment.  
Prerequisites: AVP 100 and MID 110 and ART 125 (minimum grade C for all)

**AVP 120 Digital Video Editing**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on non-linear digital video editing, with additional focus on storytelling and production workflow. Topics include: session set up, media management and acquisition, basic editing techniques, and output and delivery.  
Prerequisites: AVP 110 (minimum grade C)

**AVP 130 Audio: Editing & Mixing**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for digital audio editing and mixing using ProTools HD and LE systems. Topics include: session set-up, routing, signal flow, equalization, dynamics control, and delivery.  
Prerequisites: AVP 100 and MID 110 and ART 125 (minimum grade C for all)

**AVP 191 Part-Time Cooperative Education 1: Audio/Video**  
**Production****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: None

**AVP 192 Part-Time Cooperative Education 2: Audio/Video**  
**Production****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: AVP 191

**AVP 193 Part-Time Cooperative Education 3: Audio/Video**  
**Production****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: AVP 192

**AVP 194 Part-Time Cooperative Education 4: Audio/Video**  
**Production****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: AVP 193

**AVP 195 Part-Time Cooperative Education 5: Audio/Video**  
**Production****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: AVP 194

**AVP 196 Part-Time Cooperative Education 6: Audio/Video**  
**Production****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: AVP 195

**AVP 198 First Year Special Topics in Audio/Video Production****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Audio/Video Production, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**AVP 199 First Year Independent Project in Audio/Video Production****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Audio/Video Production that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Audio/Video Production faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**AVP 210 Videography- Multi Camera Production and Lighting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for multi camera video production. Topics include: industry terminology, pre-production and planning, camera types and formats, shot composition, and use of gripping and support equipment.

Prerequisites: AVP 110 (minimum grade C)

**AVP 220 Video Editing and Compositing****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on advanced concepts and techniques for video editing. Topics include: text and motion graphics, compositing, color correction, keyframing, and multicamera editing and effects.

Prerequisites: AVP 120 (minimum grade C)

**AVP 230 Audio: Production/Sound Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on advanced concepts and techniques for audio production. Topics include: voice recording and direction, sound effects creation, music and editing, and mix-to-picture techniques.

Prerequisites: AVP 130 (minimum grade C)

**AVP 240 Motion Graphics/ Compositing: After- Effects****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on professional techniques for using Adobe After Effects in video post-production of movies and commercials.

Prerequisites: GRD 210, GRD 215, or GRD 220 (minimum grade C for all)

**AVP 250 Alternate Editing Platforms-Video****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on varieties of industry-standard software and hardware used for video editing.

Prerequisites: AVP 220 (minimum grade C)

**AVP 255 Advanced Lighting Techniques****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on advanced lighting techniques. Topics include: principles of electricity, color theory, and gripping and lighting for various digital media formats.

Prerequisites: AVP 210 (minimum grade C)

**AVP 260 Color Grading, Correction and Continuity****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on techniques for color correction and color grading. Topics include: balance and continuity, and creating emotional and special effect.

Prerequisites: AVP 220 (minimum grade C)

**AVP 265 Video Compression- DVD Authoring****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on techniques for video compression and DVD authoring. Topics include: past and current video file CODEC and format types, and file delivery and compatibility.

Prerequisites: AVP 220 (minimum grade C)

**AVP 270 Alternate Editing Platforms- Audio****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on varieties of industry-standard software and hardware used for audio editing.

Prerequisites: AVP 230 (minimum grade C)

**AVP 275 Advanced Audio Mixing- 5.1 Surround****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on advanced mix techniques using five-channel (5.1) surround sound. Topics include: bass management, recording for surround, and final output.

Prerequisites: AVP 230 (minimum grade C)

**AVP 280 Multit Track Recording Techniques****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on techniques for multi-track recording from pre-production through final mix. Topics include: session flow and management, microphone placement, and mixing techniques.

Prerequisites: AVP 230 (minimum grade C)

**AVP 285 AVP Independent Project****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Qualified students work individually or with an approved team from concept to completion on a media production project, and present the results to reviewers. Topic and outline must be presented to a jury of instructors, and approved prior to course registration. Students who do not successfully complete the course may make one additional attempt.

Prerequisites: Audio/Video Production Program Chair consent, and minimum 3.0 GPA

Instructor Consent Required

**AVP 290 Audio/Video Production Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Qualified students work in structured teams to develop audio and video deliverables for an external client, and present the results to reviewers. Activities include audience, client, and market analysis; and all phases of production including pre- and post. Students who do not successfully complete the course may make one additional attempt.

Prerequisites: Audio/Video Program Chair consent, and minimum 2.5 GPA

Instructor Consent Required

**AVP 291 Full-Time Cooperative Education 1: Audio/Video Production****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**AVP 292 Full-Time Cooperative Education 2: Audio/Video Production****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AVP 291

**AVP 293 Full-Time Cooperative Education 3: Audio/Video Production****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AVP 292

**AVP 294 Internship 1: Audio/Video Production****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MID 190

**AVP 295 Internship 2: Audio/Video Production****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: AVP 294

**AVP 298 Second Year Special Topics in Audio/Video Production 1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Audio/Video Production, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**AVP 299 Second Year Independent Project in Audio/Video Production****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Audio/Video Production that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Audio/Video Production faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## BIO

### Courses

**BIO 100 Integrated Biology and Skills for Success in Science 6 Credits. 5 Lecture Hours. 3 Lab Hours.**

A course on scientific, mathematical, and laboratory skills needed for success in anatomy and physiology courses required for Health and Public Safety majors. Topics include: biological principles and processes, math fundamentals, and introductory lab skills. Students must pass a comprehensive exam to pass this course.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**BIO 111 Biology: Unity of Life****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on characteristics shared by all living organisms. Topics include: the nature of science, chemistry of life, cell biology, energetics and biochemical pathways, cell division, genetics, molecular biology, and the origin of life.

Prerequisites: AFL 085 and AFM 092 or appropriate placement test scores

Ohio Transfer Module Approved

**BIO 112 Biology: Diversity of Life****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of BIO 111. Topics include: taxonomy and evolution of animals, plants, fungi, protists, bacteria, and viruses; animal behavior; ecology; population growth; and conservation biology.

Prerequisites: BIO 111

Ohio Transfer Module Approved

**BIO 115 Human Genetics****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on human traits, genetic conditions, and inheritance. Topics include: DNA structure, patterns of inheritance, meiosis, karyotypes, genetic engineering, and societal implications of an individual's genetic identity.

Prerequisites: BIO 111 or BIO 131 (minimum grade C for either)

**BIO 117 Human Body in Health and Disease****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Fundamentals of the structure and function of the human body. Topics include: anatomy, normal function contrasted with dysfunction, and common diseases of body systems including symptoms and treatments.

Prerequisites: BIO 100 or BIO 111 or BIO 131 or BIO 151, or HS Biology within the last 5 years (minimum grade C for all), or BMT 161

**BIO 127 Human Body in Health and Disease Laboratory****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A laboratory course that accompanies BIO 117. Laboratory activities include: exercises, slides, models, and animal organ dissections.

Prerequisites: BIO 100 or BIO 111 or BIO 131 or BIO 151, or HS Biology within the last 5 years (minimum grade C for all), or BMT 161

**BIO 131 Biology 1****5 Credits. 4 Lecture Hours. 3 Lab Hours.**

A course on the chemistry of life. Topics include: cellular structure and function; characteristics of life; theory of evolution; understanding DNA and its role in heredity, regulation of biological systems, bioenergetics, and biochemical pathways; and current developments in biotechnology.

Prerequisites: BIO 111 (minimum grade C), or high school Biology within past 5 years (minimum grade C)

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**BIO 132 Biology 2****5 Credits. 4 Lecture Hours. 3 Lab Hours.**

A continuation of BIO 131. Topics include: scientific theory, history of scientific discovery, evolutionary principles, form and function of living organisms, biological classification, behavior of organisms and their relationships to biological systems, ecological systems, applications of biology, and sustainability.

Prerequisites: BIO 131 (minimum grade C)

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**BIO 151 Anatomy and Physiology 1****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on the structure and function of the human body. Topics include: orientation to anatomy and physiology; cellular function; tissues; special senses; and integumentary, skeletal, muscular, and nervous systems.

Prerequisites: BIO 111, and CHE 100 or CHE 110 or CHE 115; or high school Biology and Chemistry within the past 5 years; or BIO 100 (minimum grade C for all)

Ohio Transfer Module Approved

**BIO 152 Anatomy and Physiology 2****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of BIO 151. Topics include: endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems; metabolism; fluid and electrolyte balance; and human growth and development.

Prerequisites: BIO 151 (minimum grade C)

Ohio Transfer Module Approved

**BIO 198 First Year Special Topics in Biology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Biology, which gives students opportunities to study information not currently covered in other courses. Grades issues are A, B, C, D, or F.

Prerequisites: None

**BIO 199 First Year Independent Project in Biology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Biology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Biology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**BIO 210 Cross Sectional Anatomy****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on sectional anatomy of major human structures including the head, neck, thorax, abdomen, pelvis and extremities; and organ relationships in the axial, coronal, and sagittal planes.

Prerequisites: BIO 152 (minimum grade C)

**BIO 220 Microbiology****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on microbiology and infectious disease. Topics include: microbial taxonomy and identification, microbial cell structure, microbial genetics, metabolism, biotechnology, epidemiology, and immunology.

Prerequisites: BIO 132 or BIO 151 (minimum grade C for either)

**BIO 230 Pharmacology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on clinical drug categories and therapies. Topics include: pharmacokinetics; pharmacodynamics; drug classes and schedules; drug approval and regulation; modes of administration; and indications, mechanism of action, and adverse effects.

Prerequisites: BIO 152 (minimum grade C)

**BIO 240 Pathophysiology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamental clinical concepts of disease processes.

Topics include: terminology, clinical presentations, manifestations, and diagnostic and therapeutic activities.

Prerequisites: BIO 152 (minimum grade C)

Ohio Transfer Assurance Guide Approved

**BIO 250 Cell Biology****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on the structure and function of cells. Topics include: cell structure and organelles, membrane function, cell respiration and photosynthesis, intracellular transport, cell to cell communication, and cell division.

Prerequisites: BIO 132 and CHE 100 or CHE 110 (minimum grade C for all)

**BIO 260 Genetics****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on mechanisms of heredity and genetics. Topics include: DNA and chromosome structure, transcription and gene regulation, replication and cell division, patterns of inheritance, genetic recombination, mutations and their repair, and genetics of cancer development and evolution.

Prerequisites: BIO 131 and CHE 100 or CHE 110 (minimum grade C for all)

**BIO 270 Ecology****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on interrelationships between organisms and their natural environments. Topics include: ecology and evolution; population ecology, density, dispersion, and dispersal; metapopulations; competition and predation; community structure, succession, and nutrient cycling; and sustainability.

Prerequisites: BIO 132 or BIO 152, and CHE 100 or CHE 110 (minimum grade C for all)

**BIO 275 Animal Behavior****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on the diversity of animal behaviors examined from mechanistic, ecological and evolutionary perspectives. Topics include: genetic, physiological, neural, and developmental bases of behavior; animal learning and social behavior; predator-prey interaction; and communication, reproduction, mating, and parental systems.

Prerequisites: BIO 132 or BIO 270, and CHE 100 or CHE 110 (minimum grade C for all)

**BIO 298 Second Year Special Topics in Biology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Biology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None



**BIO 299 Second Year Independent Project in Biology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Biology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Biology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**BMT****Courses****BMT 161 Biomedical Instrumentation 1****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on the role of the biomedical engineering technician, and fundamentals of systems and device maintenance. Topics include: hospital organization and regulations, professional certifications, safety, medical device maintenance, and technology management.

Prerequisites: EET 131

**BMT 191 Part-Time Cooperative Education 1: Biomedical Equipment and Information Systems Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**BMT 192 Part-Time Cooperative Education 2: Biomedical Equipment and Information Systems Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 191

**BMT 193 Part-Time Cooperative Education 3: Biomedical Equipment and Information Systems Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 192

**BMT 194 Part-Time Cooperative Education 4: Biomedical Equipment and Information Systems Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 193

**BMT 195 Part-Time Cooperative Education 5: Biomedical Equipment and Information Systems Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 194

**BMT 196 Part-Time Cooperative Education 6: Biomedical Equipment and Information Systems Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 195

**BMT 198 First Year Special Topics in Biomedical Equipment and Information Systems Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Biomedical Equipment and Information Systems Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**BMT 199 First Year Independent Project in Biomedical Equipment and Information Systems Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Biomedical Equipment and Information Systems Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Biomedical Equipment and Information Systems Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**BMT 262 Biomedical Instrumentation 2****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A continuation of BMT 161. Topics include: patient and surgical monitoring, complex medical devices, imaging equipment, medical technology management, equipment malfunction, and globalization.

Prerequisites: BMT 161 and EET 122 and EET 132 and ESET 251

**BMT 291 Full-Time Cooperative Education 1: Biomedical Equipment and Information Systems Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**BMT 292 Full-Time Cooperative Education 2: Biomedical Equipment and Information Systems Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 291



**BMT 293 Full-Time Cooperative Education 3: Biomedical Equipment and Information Systems Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 292

**BMT 294 Internship 1: Biomedical Equipment and Information Systems Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 151 and CIT 190

**BMT 295 Internship 2: Biomedical Equipment and Information Systems Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BMT 294

**BMT 298 Second Year Special Topics in Biomedical Equipment and Information Systems Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Biomedical Equipment and Information Systems Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**BMT 299 Second Year Independent Project in Biomedical Equipment and Information Systems Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Biomedical Equipment and Information Systems Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Biomedical Equipment and Information Systems Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## BPA

### Courses

**BPA 130 Business Systems Analysis and Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

An introductory course on business systems analysis within the framework of the system development life cycle. Topics include: business case analysis, requirement gathering, requirement modeling, enterprise modeling, and development strategies.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**BPA 191 Part-Time Cooperative Education 1: Business Programming and Systems Analysis****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**BPA 192 Part-Time Cooperative Education 2: Business Programming and Systems Analysis****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 191

**BPA 193 Part-Time Cooperative Education 3: Business Programming and Systems Analysis****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 192

**BPA 194 Part-Time Cooperative Education 4: Business Programming and Systems Analysis****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 193

**BPA 195 Part-Time Cooperative Education 5: Business Programming and Systems Analysis****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 194

**BPA 196 Part-Time Cooperative Education 6: Business Programming and Systems Analysis****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 195

**BPA 198 First Year Special Topics in Business Programming and Systems Analysis****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Business Programming and Analysis, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: Instructor Approval

**BPA 199 First Year Independent Project in Business Programming and Systems Analysis****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Business Programming and Analysis that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business Programming and Analysis faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**BPA 211 Business Application Development 1: RPGLE/DB2****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on the IBM operating system and utilities including DB2, Control Language, Query, SDA, and SQL. Topics include: RPGLE utilization of forms/specifications, language operation codes and special functions used to generate reports, and transaction level file maintenance.

Prerequisites: IT 102

**BPA 212 Business Application Development 2: RPGLE/DB2****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A continuation of BPA 211. Topics include: RPGLE procedural programming including arrays/list processing, interactive applications, and subfiles; interactive and embedded SQL; and ILE programming through service programs to address introductory cross-platform programming.

Prerequisites: BPA 211

**BPA 230 Mobile Application Development****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on designing and programming applications for current mobile devices. Topics include: GUI programming application structure; and considerations related to networks, databases, video, GPS sensors, and multi-touch technology.

Prerequisites: IT 102

**BPA 240 Emerging Technologies: Web and Mobile Applications****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on emerging technologies in software and applications development for the Web and mobile devices.

Prerequisites: BPA 230

**BPA 290 Business Programming and Systems Analysis Capstone****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

Students participate in a team project that demonstrates mastery of skills gained throughout their degree studies. Topics include: analyzing requirements, determining an IT solution, and implementing an IT solution.

Prerequisites: IT 102 and IT 111 and IT 161

**BPA 291 Full-Time Cooperative Education 1: Business Programming and Systems Analysis****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**BPA 292 Full-Time Cooperative Education 2: Business Programming and Systems Analysis****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 291

**BPA 293 Full-Time Cooperative Education 3: Business Programming and Systems Analysis****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 292

**BPA 294 Internship 1: Business Programming and Systems Analysis****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CIT 190

**BPA 295 Internship 2: Business Programming and Systems Analysis****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BPA 294

**BPA 298 Second Year Special Topics in Business Programming and Systems Analysis****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Business Programming and Analysis, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: Instructor Approval

**BPA 299 Second Year Independent Project in Business Programming and Systems Analysis****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Business Programming and Analysis that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business Programming and Analysis faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**BPI**

## Courses

### **BPI 110 BPI Building Analyst Professional**

**2 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course leading to certification as a Building Performance Institute (BPI) Building Analyst Professional who is qualified to conduct whole-house energy audits. Topics include: BPI standards, analyzing building systems, building science, and measurement and verification of building performance.

Prerequisites: None

### **BPI 115 BPI Envelope Professional**

**2 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course leading to certification as a Building Performance Institute (BPI) Building Analyst Professional who is qualified to conduct whole-house energy audits. Topics include: BPI standards, analyzing building systems, building science, and measurement and verification of building performance.

Prerequisites: None

## BREW

## Courses

### **BREW 100 Introduction to Craft Beer**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to craft beers and brewing for those not pursuing the Brewing Science associate's degree. Topics include: beer and brewing history, production, characteristics, taxonomy, and evaluation.

Prerequisites: None

### **BREW 105 Beverage Tour and Tasting Management**

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on developing, marketing, and managing the craft beverage tour experience. Topics include: providing customer service, implementing special events, and operating a tasting room.

Prerequisites: BREW 100

### **BREW 110 Brewing Sanitation and Safety**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on sanitation and safety procedures applicable to brewing products, facilities, and equipment. Topics include: selecting, handling, and storing the chemicals required for sanitation control within the brewing process.

Prerequisites: Admitted to the BREW degree program

### **BREW 120 Brewing Technology and Calculations**

**2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on the equipment and mathematical calculations used in craft brewing production. Topics include: using brewing equipment and other technology related to scheduling/record keeping, developing recipes, and calculating use of alcohol and other ingredients.

Prerequisites: Admitted to the BREW degree program, and AFM 094 or MAT 105 or appropriate placement test score

### **BREW 130 Brewing Production**

**4 Credits. 2 Lecture Hours. 4 Lab Hours.**

A course on basic methodologies used in the production of beers. Topics include: recipe development, basic sanitation techniques, fermentation management, and storage.

Prerequisites: BREW 110 and BREW 120

### **BREW 140 Brewing Ingredients**

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on how ingredients used in the beer-making process affect the style and quality of beer. Topics include: selecting and growing barley, varieties of malting, growing hops, and the effect of hops in development of beer flavor and aroma.

Prerequisites: BREW 110 and BREW 120

### **BREW 150 Applied Brewing Microbiology**

**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on microbiology concepts and laboratory practices applicable to the brewing industry. Topics include: yeast biology, fermentation, microorganisms in brewing, and sanitation.

Prerequisites: BREW 110 and CHE 110

### **BREW 160 Sensory Evaluation of Beer**

**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the visual, olfactory and gustatory parameters used in the evaluation of beer. Topics include: aromas, finish, flavor/taste interaction, and factors affecting product quality; as well as descriptive analysis/model systems, judging systems, and set-up and operation of beverage competitions.

Prerequisites: Admitted to the BREW degree program or BREWC certificate program, or instructor consent

Instructor Consent Required

### **BREW 191 Part-time Cooperative Education 1: Brewing Science**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

### **BREW 192 Part-Time Cooperative Education 2: Brewing Science**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 191

### **BREW 193 Part-Time Cooperative Education 3: Brewing Science**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 192

### **BREW 194 Part-time Cooperative Education 4: Brewing Science**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 193

**BREW 195 Part-Time Cooperative Education 5: Brewing Science  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 194

**BREW 196 Part-Time Cooperative Education 6: Brewing Science  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 195

**BREW 198 First Year Special Topics in Brewing Science  
1-9 Credits. 1-9 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Brewing Science, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor consent

Instructor Consent Required

**BREW 199 First Year Independent Project in Brewing Science  
1-9 Credits. 1-9 Lecture Hour. 0 Lab Hour.**

A project related to Brewing Science that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by the Brewing Science program chair.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor consent

Instructor Consent Required

**BREW 210 Beverage Marketing and Sales  
3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on marketing and selling beer and other brewed, fermented, or distilled products. Topics include: industry/consumer trends; and economic, legal, and social considerations that affect beverage marketing and sales, including branding, pricing, promotion, and distribution.

Prerequisites: BREW 160

**BREW 220 Brewing Packaging, Materials, and Quality Control  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on practices associated with packaging beer, including canning, bottling, box presentations, and keging. Topics include: expanding product shelf life; selecting containers; controlling temperature and light; and evaluating options for labeling, capping, and sealing.

Prerequisites: BREW 140

**BREW 230 Advanced Brewing Production  
4 Credits. 2 Lecture Hours. 4 Lab Hours.**

A course on processes and equipment used in an on-site brewery and fermentation facility. Topics include: analyzing and monitoring fermentation, producing specialty beers, quality control, sustainable brewing practices, and operating and managing brewing facilities.

Prerequisites: BREW 140

**BREW 240 Legal Issues in Brewing and Beverages  
3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the legal and regulatory environment applicable to the brewing, distillation, and fermentation industries. Topics include: social and ethical responsibilities; and state/federal regulations including licensing, taxation, labeling, record keeping, permits, inspections, and interstate/international commerce.

Prerequisites: BREW 160

**BREW 291 Full-Time Cooperative Education 1: Brewing Science  
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 140

**BREW 292 Full-Time Cooperative Education 2: Brewing Science  
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 291

**BREW 293 Full-Time Cooperative Education 3: Brewing Science  
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BREW 292

**BREW 298 Second Year Special Topics in Brewing Science  
1-9 Credits. 1-9 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Brewing Science, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor consent

Instructor Consent Required

**BREW 299 Second Year Independent Project in Brewing Science  
1-9 Credits. 1-9 Lecture Hour. 0 Lab Hour.**

A project related to Brewing Science that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by the Brewing Science program chair.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor consent

Instructor Consent Required

## BSC

### Courses

**BSC 100 Survey of Bioscience and Biotechnology  
2 Credits. 2 Lecture Hours. 0 Lab Hour.**

An introductory course on the disciplines and scope of bioscience and biotechnology. Topics include: applications of bioscience and biotechnology, medical advances, bioethics, current developments, and career opportunities.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores



**BSC 108 Bioscience Skills and Regulations****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on bioscience techniques and workplace regulations required for safe laboratories and related work environments. Topics include: documentation, calculations, aseptic techniques, safety, standard operating procedures (SOP), FDA regulations, and good manufacturing practices (GMP).

Prerequisites: AFL 085 and AFM 092 or appropriate placement test scores, and high school Biology within the past 5 years (minimum grade C for all)

**BSC 115 Bioscience Laboratory Methods****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on techniques used in bioscience laboratories. Topics include: microscopy, aseptic technique, growth and identification of microbes, spectroscopy, genetic transformation, DNA isolation, and troubleshooting experiments.

Prerequisites: BSC 108, and BIO 111 or BIO 131, and CHE 100 or high school Chemistry within the past 7 years, and ENG 101 (minimum grade C for all)

**BSC 120 Cell Culture****2 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on skills and techniques necessary to perform cell culture. Topics include: cell counts, biosafety, plant culture, yeast culture, mammalian cell culture, and fermentation techniques.

Prerequisites: BSC 115

**BSC 150 Scientific Literacy for Bioscience****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on reading, writing, and speaking skills for science professionals. Topics include: style and structure for scientific journal articles, the peer review process, and oral presentations of scientific information.

Prerequisites: None

**BSC 160 Quality and Compliance in Biomanufacturing****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on quality assurance elements in biomanufacturing industries. Topics include: current Good Manufacturing Practices (cGMPs), lean manufacturing and Six Sigma, root cause analysis, validation and calibration, and regulatory compliance. Students must attend field trips to local biomanufacturing companies.

Prerequisites: BSC 108

**BSC 191 Part-Time Cooperative Education 1: Bioscience****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures in order to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: BIO 132 and (BSC 205 or BSC 210) (minimum grade C for all)

**BSC 198 First Year Special Topics in Bioscience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Bioscience, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**BSC 199 First Year Independent Project in Bioscience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Bioscience that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Bioscience faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**BSC 205 Molecular Genetics Laboratory****5 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on molecular genetics techniques. Topics include: DNA and RNA isolation and purification, constructing screening libraries, electrophoresis, vector construction, Southern blot, PCR, DNA sequencing, and microarrays.

Prerequisites: BSC 115, and MAT 121 or MAT 151 (minimum grade C for all)

Instructor Consent Required

**BSC 210 Protein Purification and Analysis****5 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on isolation, purification, and analysis of proteins from cells. Topics include: chromatography, and analysis of proteins from cells. Topics include: chromatography, electrophoresis, Western blot, enzyme assays, proteomics, ELISA and other immunochemistry methods for detecting proteins.

Prerequisites: BSC 115, and MAT 121 or MAT 151 (minimum grade C for all)

**BSC 230 Introduction to Bioinformatics****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on computer applications, statistics, and genetics used in computational biology and bioinformatics. Topics include: the Human Genome and Human Proteome projects, multiple sequence analysis, genetic conditions and trends, and use of databases such as BLAST, FASTA, and Entrez.

Prerequisites: BIO 111 or BIO 131

**BSC 280 Bioscience Capstone Project****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

Students design and perform a project under the supervision of a Bioscience instructor. Topics include: planning a budget, and documenting project results.

Prerequisites: BIO 132, and ( BSC 205 or BSC 210)

**BSC 291 Full-Time Cooperative Education 1: Bioscience****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BIO 132 and ( BSC 205 or BSC 210) (minimum grade C for all)

**BSC 294 Internship 1: Bioscience****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BIO 132, BSC 205, or BSC 210 (minimum grade C for all)



**BSC 298 Second Year Special Topics in Bioscience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Biology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**BSC 299 Second Year Independent Project in Bioscience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Bioscience that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Bioscience faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

# BUS

## Courses

**BUS 150 Automotive Services ATS: Advanced Standing****30 Credits. 30 Lecture Hours. 0 Lab Hour.**

Students complete apprenticeship education, industry training programs, or work experience related to skills used in the automotive services industry.

Prerequisites: Program Chair consent

Instructor Consent Required

**BUS 190 Professional Practices****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that prepares students in Business Technologies programs for a successful cooperative education experience. Topics include: exploring career options, preparing a resume, developing interviewing skills, building a professional presence, and understanding professional ethics. Students must earn a grade of C or higher to pass this course.

Prerequisites: AFL 085 or appropriate placement test score

**BUS 191 Part-Time Cooperative Education 1: Business****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS190

**BUS 192 Part-Time Cooperative Education 2: Business****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 191

**BUS 193 Part-Time Cooperative Education 3: Business****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 192

**BUS 194 Part-Time Cooperative Education 4: Business****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 193

**BUS 195 Part-Time Cooperative Education 5: Business****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 194

**BUS 196 Part-Time Cooperative Education 6: Business****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 195

**BUS 198 First Year Special Topics in Business****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**BUS 199 First Year Independent Project in Business****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**BUS 280 Cooperative Education Seminar 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co op coordinator consent

Instructor Consent Required

**BUS 285 Cooperative Education Seminar 2****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co op coordinator consent

Instructor Consent Required

**BUS 291 Full-Time Cooperative Education 1: Business**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**BUS 292 Full-Time Cooperative Education 2: Business**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 291

**BUS 293 Full-Time Cooperative Education 3: Business**  
**2 Credits. 2 Lecture Hours. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 292

**BUS 298 Second Year Special Topics in Business**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**BUS 299 Second Year Independent Project in Business**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## CET

### Courses

**CET 100 Introduction to Civil Engineering Technology**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on foundation concepts in civil engineering technology. Topics include: CET program and curriculum, career preparation, licensing, ethics, diversity, and OSHA. Students use Microsoft Word, Excel, and Powerpoint to complete assignments.

Prerequisites: None

**CET 105 Introduction to Surveying**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on foundation concepts of land surveying and site planning. Topics include: angle, distance, and elevation measurement; contours; and mapping and site planning fundamentals. Students complete outdoor field exercises and manual drafting lab exercises.

Prerequisites: MAT 121 or appropriate placement test score

Ohio Transfer Assurance Guide Approved

**CET 107 Construction Health and Safety**  
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

An introduction to construction safety. Topics include: risk management, safety hazards, the Code of Federal Regulations, and OSHA Construction Industry Standards outlined in Federal Code 29 CFR Part 1926. Students who complete the course successfully earn the OSHA 30-hour certificate.

Prerequisites: None

**CET 110 Advanced Surveying and Construction Layout**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course in land surveying and construction layout. Topics include: traverse calculations, coordinate geometry, and field construction layout with methods of providing line and grade for varied projects. Students complete outdoor field exercises and computer lab exercises.

Prerequisites: CET 105

**CET 115 Architectural Drafting and Computer Aided Design**  
**4 Credits. 2 Lecture Hours. 4 Lab Hours.**

A course on applying architectural drafting techniques and computer aided design concepts. Topics include: building codes, building materials, and fundamentals of CAD software. Students prepare residential working drawings.

Prerequisites: None

**CET 117 Construction Risk Management and Insurance**  
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on insurance for the construction management process. Topics include: financial risk planning, risk management, insurance markets, property insurance, contractual risks and transfer, forms of liability insurance (commercial, employers, environmental, management, and professional), and workers' compensation.

Prerequisites: None

**CET 120 Advanced Computer Aided Design: Revit Architecture**  
**4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on CAD techniques that apply building information modeling using Revit Architecture. Topics include: layouts, dimensioning, blocks, and hatching.

Prerequisites: CET 115

**CET 125 Statics and Strength of Materials (CET)**  
**4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on applying physical principles to solve problems of equilibrium and behavior in civil engineering structures. Topics include: force resultants, equilibrium, truss analysis, direct stress, bending stress, beam behavior, and combined stress.

Prerequisites: MAT 121 or appropriate placement test score

**CET 127 Environmental and Legal Issues in Construction**  
**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on environmental and legal issues affecting construction safety. Topics include: stormwater pollution prevention plans, asbestos abatement, disturbance and abatement of lead-containing materials, silica exposure, EPA regulations, multi-employer worksite rules, intentional torts, safety violations, and union contracts.

Prerequisites: None

**CET 130 Building Codes and Materials**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on building code requirements and their applications to designing and constructing building projects. Topics include: Ohio building, mechanical, electrical, and plumbing codes; and building materials used in construction such as steel, wood, masonry, and concrete.

Prerequisites: CET 115

**CET 135 Construction Estimating****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on quantifying various components of a commercial project using a complete set of working drawings and specifications. Topics include: blueprint reading, specification analysis, construction methods and materials, and proper estimating communication practices.

Prerequisites: MAT 120, or appropriate placement test score

**CET 137 Construction Safety Plan Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on developing construction safety plans. Topics include: essential elements of a safety program; best practices, legal, and regulatory requirements related to safety planning; substance abuse programs; accident investigations; contractor management; and crisis management and planning.

Prerequisites: None

**CET 147 Safety Training Workshops****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

Students participate in construction training workshops that provide fundamental instruction in safety methods and practices. Workshops must be approved by the program chair.

Prerequisites: Program Chair consent

**CET 150 Building Technology Studies: Advanced Standing****1-30 Credits. 0 Lecture Hour. 0 Lab Hour.**

Students complete courses or programs that develop expertise in skills related to the building trades.

Prerequisites: Program Chair consent

Instructor Consent Required

**CET 191 Part-Time Cooperative Education 1: Civil Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**CET 192 Part-Time Cooperative Education 2: Civil Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 191

**CET 193 Part-Time Cooperative Education 3: Civil Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 192

**CET 194 Part-Time Cooperative Education 4: Civil Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 193

**CET 195 Part-Time Cooperative Education 5: Civil Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 194

**CET 196 Part-Time Cooperative Education 6: Civil Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 195

**CET 198 First Year Special Topics in Civil Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Civil Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**CET 199 First Year Independent Project in Civil Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Civil Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Civil Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor consent

**CET 200 Structural Design****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on methods for evaluation and design of structural steel and reinforced concrete members, using AISC and ACI requirements.

Topics include: design methodologies focused on bending moment behavior, tension and compression behavior, shear behavior, and connections; and common field testing techniques for concrete.

Prerequisites: CET 125

**CET 205 Architectural Design and 3D Modeling: Revit Architecture****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on architectural details and information required in a complete set of professional working drawings for an office or commercial building. Topics include: using CAD design software and Revit Architecture.

Prerequisites: CET 120

**CET 210 Lighting and Electrical Systems Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental concepts for lighting and electrical design in commercial buildings. Topics include: creating sets of drawings in AutoCAD and Revit Architecture, and using the National Electric Code. Prerequisites: CET 120

**CET 215 Mechanical and HVAC Systems Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental concepts of mechanical and HVAC design for commercial buildings. Topics include: creating sets of design drawings using AutoCAD and Revit, and Ohio mechanical and plumbing codes.

Prerequisites: CET 120

**CET 220 3D Modeling: Revit MEP and Revit Structure****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on applying design concepts and preparing details of mechanical and electrical systems, plumbing, and structure in buildings using Revit MEP and Revit Structure software.

Prerequisites: CET 205

**CET 225 Building Construction****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on how buildings and structures are assembled. Topics include: methods and materials for residential, commercial, industrial, and highway construction including wood frame, masonry, pre-engineered metal, tilt-up, and high-rise construction; building codes; zoning regulations; and footing design.

Prerequisites: CET 135

Ohio Transfer Assurance Guide Approved

Ohio Career-Technical Assurance Guide Approved

**CET 230 Construction Management****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course that examines current concerns in construction management. Topics include: project delivery systems, contract types, and using Web-based software for daily project management.

Prerequisites: CET 135

**CET 235 Construction Scheduling****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on preparing precedence diagram CPM schedules and calculating the critical path, including start-to-start and finish-to-finish relationship types with lag. Topics include: using scheduling software, fast-tracking, reverse phase scheduling, and revising and updating schedules.

Prerequisites: CET 135

**CET 240 Cost Engineering****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on how budgets evolve as projects move from pre-design through construction. Topics include: types of estimates employed at each phase, formulating unit prices, time value of money and true profit, cash flow, cost indices, and using estimating software.

Prerequisites: CET 135

**CET 245 Building Information Models for Construction****2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on using building modeling software for construction management tasks such as estimating, trade coordination, and scheduling. Topics include: parameter creation, quantity takeoff, estimation, interference checking, and timeline visualization.

Prerequisites: CET 120

**CET 250 Route Location and Design****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on highway design criteria and standards. Topics include: design and layout of horizontal curves, verticals, and spirals; superelevation use; typical sections; and boundary, area, and right-of-way determination. Students complete outdoor field exercises and computer lab exercises.

Prerequisites: CET 110

**CET 251 Elements of Land Surveying 1****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on fundamental concepts and techniques of land boundary surveying. Topics include: records research, state minimum standards, monumentation of corners, and simple plats and legal descriptions. Students must complete field exercises.

Prerequisites: CET 110

**CET 252 Elements of Land Surveying 2****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A continuation of CET 251. Topics include: sequential and simultaneous boundaries, riparian and littoral boundaries, public land surveys, easements, and legal principles of property relating to surveyors.

Prerequisites: CET 251

**CET 255 Land Information Modeling****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques of land modeling. Topics include: mapping, using geographic information system software, advanced digital terrain modeling, 3D laser scanning, LIDAR, high-definition surveying, and 3D site modeling for visualization and machine-control projects.

Prerequisites: CET 110

**CET 260 Control Surveying****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course in concepts and techniques of control surveying. Topics include: basic geodesy, state plane coordinate concepts and calculations, establishing horizontal and vertical control, GPS positioning, and network adjustment. Students complete outdoor field exercises and computer lab exercises.

Prerequisites: CET 110

**CET 265 Subdivision Design and Drainage Control****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on applying land surveying and civil engineering design principles to land development projects. Topics include: subdivision regulations, zoning regulations, lot layout, street layout, utility design, drainage, and site grading. Students create a set of subdivision drawings to meet local standards.

Prerequisites: CET 255

**CET 266 Surveying History in Ohio, Kentucky, and Indiana****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on the history of surveying in Ohio, Indiana, and Kentucky, including the original surveys in these states.

Prerequisites: Admitted to the Advanced Surveying Certificate (ASC) or Land Surveying Certificate (LSC), or Program Chair approval

**CET 267 Surveying Laws and Ethics****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on surveying law and professional ethics in Ohio, Indiana, and Kentucky, including legislation and regulations affecting land surveyors in these states.

Prerequisites: Admitted to the Advanced Surveying Certificate (ASC) or Land Surveying Certificate (LSC), or Program Chair approval



**CET 270 OSHA 30 for Construction****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. Topics include: workers' rights, employer responsibilities, how to file a complaint, and other information required to receive OSHA 30 certification by the U.S. Department of Labor's Occupational Safety and Health Administration.

Prerequisites: None

**CET 277 Survey Calculations and Statistics****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on survey calculations employing statistical concepts. Topics include: descriptive and inferential statistics, advanced coordinate geometry methods, least squares adjustment, and error theory.

Prerequisites: Admitted to the Advanced Surveying Certificate (ASC) or Land Surveying Certificate (LSC), or Program Chair approval

**CET 280 Civil Engineering Technology Architectural Capstone****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

Students design a one-story commercial building with complete, integrated building systems for architectural, mechanical, and electrical systems; apply multiple appropriate codes; and create sets of drawings using AutoCAD and Revit software as appropriate.

Prerequisites: CET 205 and CET 210 and CET 215

**CET 285 Civil Engineering Technology Construction Management Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Students respond to a request for construction management services and complete a project that demonstrates integrated competencies in estimating, scheduling, communicating, and teamwork.

Prerequisites: CET 230 and CET 235

**CET 287 Geospatial Surveying****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on surveying using geospatial methods. Topics include: satellite positioning, geographic information systems, remote sensing, and laser scanning.

Prerequisites: Admitted to the Advanced Surveying Certificate (ASC) or Land Surveying Certificate (LSC), or Program Chair approval

**CET 290 Civil Engineering Technology Surveying Capstone****3 Credits. 1 Lecture Hour. 6 Lab Hours.**

Students complete a project that demonstrates integrated competencies in surveying and mapping, including data collection, field work, computer laboratory work, and use of conventional and GPS equipment.

Prerequisites: CET 251

**CET 291 Full-Time Cooperative Education 1: Civil Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**CET 292 Full-Time Cooperative Education 2: Civil Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 291

**CET 293 Full-Time Cooperative Education 3: Civil Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 292

**CET 294 Internship 1: Civil Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 100

**CET 295 Internship 2: Civil Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CET 294

**CET 298 Second Year Special Topics in Civil Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Civil Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**CET 299 Second Year Independent Project in Civil Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Civil Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Civil Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## CHE

### Courses

**CHE 100 Basic Chemistry****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introductory course on concepts in chemistry. Topics include: dimensional analysis and problem solving, physical and chemical properties of matter, organization of the periodic table, writing and manipulating formulas, stoichiometry, gas laws, equilibrium, and acids and bases.

Prerequisites: AFL 085 and AFM 092 (minimum grade C for both) or appropriate placement test scores



**CHE 105 Chemistry for Consumers****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course for non-science majors on the relevance of basic principles of chemistry to daily life. Topics include: laboratory/data analysis, matter classification, the periodic table, compound formation, chemical reactions, synthesis/analysis of consumer products, and the global impact of consumerism.

Prerequisites: AFL 085 and AFM 092 (minimum grade C for both), or appropriate placement test scores

Ohio Transfer Module Approved

**CHE 110 Fundamentals of Chemistry****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A college-level general chemistry course for non-majors. Topics include: atomic structure, bonding, chemical reactions, properties and states of matter, acids and bases, and equilibrium.

Prerequisites: AFL 085, and AFM 094 or MAT 105 or MAT 120 (minimum grade C for all), or appropriate placement test scores

Ohio Transfer Module Approved

**CHE 111 Bio-Organic Chemistry****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

Study of foundational concepts of organic chemistry and biochemistry. Topics include: types of organic compounds and representative reactions, and biochemical compounds and reactions.

Prerequisites: CHE 110 (minimum grade C) or CHE 121 and CHE 131 (minimum grade C)

Ohio Transfer Module Approved

**CHE 115 General, Organic, and Biological Chemistry****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A survey of basic general, organic, and biological chemistry. Topics include: dimensional analysis, problem-solving strategies, atomic structure, chemical bonding, reactions, acid-base chemistry, attractive forces, functional groups, structure/reactions of major macromolecules, and metabolism.

Prerequisites: AFL 085, and AFM 094 or MAT 105 or MAT 120 (minimum grade C for all), or appropriate placement test scores

Ohio Transfer Module Approved

**CHE 121 General Chemistry 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A general chemistry course for science majors. Topics include: measurement systems; composition, properties, and reactions of elements and compounds; states of matter; atomic structure and bonding; and solution chemistry.

Prerequisites: AFL 085 and High School Chemistry (within three years, minimum grade B) or CHE 100 or CHE 110 (minimum grade C for both) and MAT 121 or AFM 097 (minimum grade C for both), or appropriate placement test score

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 122 General Chemistry 2****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of CHE 121. Topics include: kinetics, chemical equilibrium, acid-base chemistry, acid-base and solubility equilibrium, thermodynamics, electrochemistry, and chemistry of transition elements.

Prerequisites: CHE 121 and CHE 131 (minimum grade C for both) and MAT 125 or MAT 151 or MAT 153 (minimum grade C for all)

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 131 General Chemistry 1 Lab****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A laboratory course that accompanies CHE 121.

Prerequisites: AFL 085 and High School Chemistry (within 3 years, minimum grade B), or CHE 100 or CHE 110 (minimum grade C for both) and MAT 121 or AFM 097 (minimum grade C for both) or appropriate placement test score

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 132 General Chemistry 2 Lab****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A laboratory course that accompanies CHE 122.

Prerequisites: CHE 121 and CHE 131 (minimum grade C for both)

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 198 First Year Special Topics in Chemistry****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Chemistry, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CHE 199 First Year Independent Project in Chemistry****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Chemistry that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Chemistry faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**CHE 201 Organic Chemistry 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An organic chemistry course for students preparing for science-related employment or additional science education. Topics include: principles of carbon chemistry including bonding, structure, mechanisms, properties, reactions, synthesis, acids, and bases.

Prerequisites: CHE 122 and CHE 132 (minimum grade C for both)

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 202 Organic Chemistry 2****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of CHE 201. Topics include: mass spectrometry; infrared, ultraviolet/visible, and NMR spectroscopies; aromaticity; chemistry of benzene, carboxylic acids, amines, aldehydes, and ketones; and oxidation and reduction.

Prerequisites: CHE 201 and CHE 211 (minimum grade C for both)  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 211 Organic Chemistry 1 Lab****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

A laboratory course that accompanies CHE 201. Laboratory experiences include: general organic laboratory techniques; isolation, purification, and identification of organic compounds; simple synthesis; and determination of unknowns.

Prerequisites: CHE 122 and CHE 132 (minimum grade C for both)  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 212 Organic Chemistry 2 Lab****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

A laboratory course that accompanies CHE 202. Laboratory experiences include: simple, complex, and multistep synthesis; and isolation, purification, analysis, and identification of organic compounds.

Prerequisites: CHE 201 and CHE 211 (minimum grade C for both)  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**CHE 298 Second Year Special Topics in Chemistry****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Chemistry, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CHE 299 Second Year Independent Project in Chemistry****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Chemistry that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Chemistry faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## CHW

### Courses

**CHW 100 Community Health Worker Training****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on the community health worker's role, skills, and responsibilities, using concepts and curriculum requirements defined by the Ohio Board of Nursing Community Health Worker (CHW) Program. Topics include: health data collection, basic anatomy and physiology, basic medical terminology, health education, client communication, confidentiality, community advocacy and referral, and documentation and reporting. Students who complete CHW 100 and CHW 180 successfully may apply for professional certification as a CHW.

Prerequisites: None

**CHW 180 Community Health Worker Practicum****3 Credits. 1 Lecture Hour. 8 Lab Hours.**

Students complete 130 hours of clinical practice in a community agency or community health setting, performing functions of the community health worker under supervision of faculty and agency site supervisor, and attend a weekly on-campus seminar. Students who complete CHW 100 and CHW 180 successfully may apply for professional certification as a CHW.

Prerequisites: CHW 100, MCH 106 (minimum grade C for both)  
Instructor Consent Required

**CHW 198 First Year Special Topics in Community Health Worker****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Community Health Worker, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**CHW 199 First Year Independent Project in Community Health Worker****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Community Health Worker that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Community Health Worker faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**CHW 298 Second Year Special Topics in Community Health Worker****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to (XXX), which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**CHW 299 Second Year Independent Project in Community Health Worker****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Community Health Worker that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Community Health Worker faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## CIT

### Courses

**CIT 100 Introduction to Engineering Technologies****2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course that prepares students for success in Engineering Technologies fields including Biomedical, Civil, Environmental, Electrical, Industrial, and Mechanical. Topics include: investigating career pathways; and building skills in measurement, data collection and graphing, problem solving, research, and basic computation.

Prerequisites: None

**CIT 105 OSHA 10 General Industry Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A review of OSHA requirements governing electrical safe work practices at manufacturing and service facilities. Topics include: requirements outlined in OSHA 29 CFR Part 1910 and NFPA Standard 70E. Students who complete the course successfully receive OSHA 10 certification.

Prerequisites: None

**CIT 110 Introduction to Information Technologies****2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course that prepares students for success in Information Technology fields. Topics include: investigating career pathways; and building skills in problem solving, research, basic computation, and other foundational concepts.

Prerequisites: None

**CIT 120 Introductory Mathematics for Engineering Applications****5 Credits. 4 Lecture Hours. 2 Lab Hours.**

A course on math used within the context of engineering applications.

Topics include: algebraic manipulations of engineering equations, trigonometry, vectors and complex numbers, sinusoids, systems of equations, differentiation, integration, and differential equations.

Prerequisites: AFL 085 and MAT 126 or MAT 152 or MAT 153 or appropriate placement test score

**CIT 130 Engineering Programming with MATLAB****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on foundation skills in computer programming, using the MATLAB language and environment, for students in engineering technologies majors who have no programming experience. Topics include: variables, arrays, conditional statements, loops, functions, plots, and data acquisition and analysis.

Prerequisites: MAT 125 or appropriate placement test score

**CIT 150 Applied Technology Studies: Advanced Sta****1-27 Credits. 1-27 Lecture Hour. 0 Lab Hour.**

Students complete courses or training programs or earn certifications that develop expertise in engineering technologies fields, and may receive up to 27 credit hours for these programs/certifications.

Prerequisites: Program Chair consent

Instructor Consent Required

**CIT 190 Career Preparation: Engineering and Information Technologies****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on career planning and exploration for students in Engineering Technologies and Information Technologies fields. Topics include: self assessment, career research, resume development, interview skills, job search strategies, and cooperative education policies and procedures.

Prerequisites: AFL 085 and MAT 120, or appropriate placement test score

**CMT****Courses****CMT 111 Chemical Technology 1****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A course on fundamental concepts and techniques in chemical technology. Topics include: the chemical technology major at Cincinnati State, career development, professional communication, chemical technicians' roles in industry, using Microsoft Office Suite, industrial/laboratory safety and hygiene, and laboratory statistics.

Prerequisites: None

**CMT 112 Chemical Technology 2****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A continuation of CMT 111. Topics include: maintenance, calibration, and use of laboratory glassware and equipment; solution preparation skills; laboratory math and statistics; and using computers for data analysis.

Prerequisites: CMT 111

**CMT 191 Part-Time Cooperative Education 1: Chemical Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**CMT 192 Part-Time Cooperative Education 2: Chemical Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 191

**CMT 193 Part-Time Cooperative Education 3: Chemical Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 192

**CMT 194 Part-Time Cooperative Education 4: Chemical Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 193

**CMT 195 Part-Time Cooperative Education 5: Chemical Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 194

**CMT 196 Part-Time Cooperative Education 6: Chemical Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 195

**CMT 198 First Year Special Topics in Chemical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Chemical Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**CMT 199 First Year Independent Project in Chemical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Chemical Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Chemical Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**CMT 220 Analytical Chemistry****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on quantitative and qualitative chemical analysis with emphasis on wet chemical techniques. Topics include: sample preparation; volumetric, gravimetric, electrochemical, and separation methods; and statistical treatment of data.

Prerequisites: CMT 112, CHE 122, and CHE 132

**CMT 230 Chemical Instrumental Analysis****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on quantitative and qualitative chemical analysis. Topics include: instrumental techniques, electrochemistry, atomic and molecular spectroscopy, gas and liquid chromatography, mass spectrometry, and statistical treatment of data.

Prerequisites: CMT 220

**CMT 285 Chemical Research****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

Students apply knowledge of instrumental analysis to complete an independent research project, including developing a procedure, performing necessary testing, applying statistical techniques, and incorporating the data into a formal report and oral presentation.

Prerequisites: CMT 220

**CMT 291 Full-Time Cooperative Education 1: Chemical Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**CMT 292 Full-Time Cooperative Education 2: Chemical Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 291

**CMT 293 Full-Time Cooperative Education 3: Chemical Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 292

**CMT 294 Internship 1: Chemical Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 111

**CMT 295 Internship 2: Chemical Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CMT 294

**CMT 298 Second Year Special Topics in Chemical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Chemical Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**CMT 299 Second Year Independent Project in Chemical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Chemical Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Chemical Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**COMM**

## Courses

### COMM 105 Interpersonal Communication

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study and practical application of principles of communication in human interactions. Topics include: self-awareness; perception; conflict; listening; interviewing; verbal and nonverbal codes; and cultural expectations and their effects on communication in family, classroom, work and intercultural settings.

Prerequisites: AFL 085 or appropriate placement test score

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### COMM 110 Public Speaking

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the preparation and effective delivery of various types of speeches. Topics include: improved listening techniques, audience participation, and evaluation.

Prerequisites: ENG 101

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

### COMM 115 Introduction to Journalism

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on basic principles of journalism, emphasizing techniques for reporting and writing news stories.

Prerequisites: ENG 101

### COMM 120 Mass Media and Society

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study and discussion of the role and function of mass media (newspapers, magazines, film, radio, TV, and computer multimedia) in today's society, including assessment of historical, business, and cultural perspectives and implications.

Prerequisites: ENG 101

### COMM 130 Introduction to Film Studies

**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on film as an expressive art and a cultural artifact, emphasizing American film from its inception to present. Topics include: developing critical awareness as an audience member; film history, genres, and themes; directing and acting styles; and technical elements of filmmaking.

Prerequisites: ENG 101

Ohio Transfer Module Approved

### COMM 198 First Year Special Topics in Communications

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Communications, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### COMM 199 First Year Independent Project in Communications

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Communications that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Communications faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

### COMM 205 Small Group Communication

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of the dynamics of communication in the small group context. Topics include: small group communication theory and research, awareness of personal and others' behaviors in small groups, enhancing individual functioning in groups, and analyzing/improving the functioning of other groups.

Prerequisites: COMM 105

Ohio Transfer Assurance Guide Approved

### COMM 215 Journalism Practicum

**2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Study and application of journalism principles through faculty-supervised writing, editing, and production of a College publication. May be repeated for credit.

Prerequisites: COMM 115 or instructor consent

### COMM 298 Second Year Special Topics in Communications

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Communications, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### COMM 299 Second Year Independent Project in Communications

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Communications that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Communications faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## CPDM

### Courses

#### CPDM 145 Data Reporting

**4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on using Crystal Reports as the tool to design and deliver reports that include tables, charts, and graphs as part of a Web-based application linked to an SQL server database.

Prerequisites: IT 101, IT 110, IT 111 or CIT 110 (minimum grade C for all)

#### CPDM 151 ASP.NET C# 1

**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the ASP.NET framework using C#. Topics include: introduction to C# language and syntax, Web forms, server controls, master pages, AJAX, and data driven applications.

Prerequisites: IT 101, IT 110, IT 111, (minimum grade C for all)

#### CPDM 152 ASP.NET C# 2

**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of CPDM 151. Topics include: advanced ASP.NET server controls, building custom classes, Web services, designing Web applications from abstract requirements, and effectively utilizing online reference materials.

Prerequisites: CPDM 151



**CPDM 190 Cooperative Education Preparation: Computer Programming and Database Management****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that prepares students in the CPDM program for cooperative education. Topics include: using the PlacePro software system, resume development, interview skills, and cooperative education requirements, policies and procedures.

Prerequisites: None

**CPDM 191 Part-Time Cooperative Education 1: Computer Programming and Database Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**CPDM 192 Part-Time Cooperative Education 2: Computer Programming and Database Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 191

**CPDM 193 Part-Time Cooperative Education 3: Computer Programming and Database Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 192

**CPDM 194 Part-Time Cooperative Education 4: Computer Programming and Database Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 193

**CPDM 195 Part-Time Cooperative Education 5: Computer Programming and Database Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 194

**CPDM 196 Part-Time Cooperative Education 6: Computer Programming and Database Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 195

**CPDM 198 First Year Special Topics in Computer Programming and Database Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Computer Programming and Database Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**CPDM 199 First Year Independent Project in Computer Programming and Database Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Computer Programming and Database Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Computer Programming and Database Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**CPDM 290 Computer Programming and Database Management Capstone****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

Students participate in a design project that combines skills in programming and database management. Project topics could include developing apps for mobile devices, implementing a database-driven website for a product, programming games for the Xbox, developing code for the CPDM EDDIE Robot Platform, or other topics.

Prerequisites: IT 102, and CPDM 151 or IT 140

**CPDM 291 Full-Time Cooperative Education 1: Computer Programming and Database Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**CPDM 292 Full-Time Cooperative Education 2: Computer Programming and Database Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 291

**CPDM 293 Full-Time Cooperative Education 3: Computer Programming and Database Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 292

**CPDM 294 Internship 1: Computer Programming and Database Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 190

**CPDM 295 Internship 2: Computer Programming and Database Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CPDM 294

**CPDM 298 Second Year Special Topics in Computer Programming and Database Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Computer Programming and Database Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**CPDM 299 Second Year Independent Project in Computer Programming and Database Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Computer Programming and Database Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Computer Programming and Database Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## CRJ

### Courses

**CRJ 102 Juvenile Delinquency****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on juvenile delinquency and the juvenile court system.

Prerequisites: AFL 085 or appropriate placement test score

**CRJ 105 Introduction to Criminal Justice****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the American criminal justice system. Topics include: police, courts, corrections, constitutional issues, citizen participation, and current practice.

Prerequisites: AFL 085 or appropriate placement test score

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**CRJ 110 Introduction to Policing****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on structure and practices of policing in the United States. Topics include: relationship of police agencies to other elements of the justice system, diversity, drug enforcement, corruption and reform, community relations, and effects of technology on policing.

Prerequisites: CRJ 105

Ohio Transfer Assurance Guide Approved

**CRJ 115 Introduction to Corrections****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the history, principles, and practices of the American corrections system. Topics include: incarceration, parole, and probation; operations of jails and prisons; and alternatives to incarceration including community-based programs.

Prerequisites: CRJ 105

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**CRJ 120 Introduction to Courts****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the history, principles, and practices of the American court system. Topics include: purposes of different types of courts; members of the courtroom work group; trial, sentencing, and appellate processes; and the role of courts in society.

Prerequisites: CRJ 105

**CRJ 125 Criminology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theoretical explanations for criminal behavior. Topics include: major historical developments in understanding criminal behavior, major types of crime measures, and the nature and extent of criminal victimization.

Prerequisites: CRJ 105

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**CRJ 130 Criminal Investigation Skills****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on basic criminal investigation processes and techniques. Topics include: criminalistics, forensics, types of evidence, procedures for handling evidence, and admissibility of evidence.

Prerequisites: CRJ 105

**CRJ 135 Criminal Law****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the American legal system emphasizing a criminal justice perspective. Topics include: theories of law, elements of criminal offenses, defenses to criminal acts, and constitutional rights of those charged with a criminal offense.

Prerequisites: CRJ 105

**CRJ 198 First Year Special Topics in Criminal Justice****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Criminal Justice, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CRJ 199 First Year Independent Project in Criminal Justice****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Criminal Justice that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Criminal Justice faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**CRJ 298 Second Year Special Topics in Criminal Justice****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Criminal Justice, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CRJ 299 Second Year Independent Project in Criminal Justice  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Criminal Justice that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Criminal Justice faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

# CUL

## Courses

**CUL 100 Culinary Demonstration**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course that uses culinary demonstrations and problem solving to prepare students for activities in CUL 101.

Prerequisites: AFM 092 or appropriate placement test score  
Instructor Consent Required

**CUL 101 Culinary 1**

**3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on fundamental culinary skills. Topics include: kitchen orientation, knife skills, cooking methods, and preparation of stocks, sauces, and soups.

Prerequisites: AFM 092 or appropriate placement test score  
Instructor Consent Required

**CUL 102 Culinary 2**

**3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A continuation of CUL 101. Topics include: advanced cooking methods; meat, fish, and poultry cookery; and platter presentation.

Prerequisites: CUL 100, CUL 101, and HRM 105

**CUL 105 Culinary Baking**

**3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A study of baking and pastries. Topics include: product identification, use of baking equipment, production of flour confectionery items, and preparation of desserts.

Prerequisites: CUL 100, CUL 101  
Instructor Consent Required

**CUL 110 Culinary Nutrition**

**3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on combining nutrition science with the art of preparing food that is wholesome and nutritionally balanced. Topics include: practical applications of nutrition theory, modifying recipes, and developing menus.

Prerequisites: CUL 102  
Instructor Consent Required

**CUL 150 Culinary Management ATS: Advanced Stand**

**30 Credits. 30 Lecture Hours. 0 Lab Hour.**

Students complete industry training specific to culinary education, such as Cincinnati Cooks.

Prerequisites: Program Chair consent  
Instructor Consent Required

**CUL 191 Part-Time Cooperative Education 1: Culinary Arts  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 100 and co op coordinator consent  
Instructor Consent Required

**CUL 192 Part-Time Cooperative Education 2: Culinary Arts  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CUL 191

**CUL 193 Part-Time Cooperative Education 3: Culinary Arts  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CUL 192

**CUL 194 Part-Time Cooperative Education 4: Culinary Arts  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CUL 193

**CUL 195 Part-Time Cooperative Education 5: Culinary Arts  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CUL 194

**CUL 196 Part-Time Cooperative Education 6: Culinary Arts  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**CUL 198 First Year Special Topics in Culinary Arts  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Culinary Arts, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CUL 199 First Year Independent Project in Culinary Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Culinary Arts that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Culinary Arts faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**CUL 200 Garde Manger****4 Credits. 0 Lecture Hour. 8 Lab Hours.**

A study of the contemporary practice of garde manger. Topics include: basic meat fabrication, concepts of the cold kitchen, and platter and buffet presentation.

Prerequisites: CUL 102, CUL 105

Instructor Consent Required

**CUL 205 Culinary Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A study of food service production and service techniques. Topics include: buffet, banquet, and a la carte production.

Prerequisites: CUL 102, BUS 190

Instructor Consent Required

**CUL 210 International Cuisine****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A study of world cuisines. Topics include: regional products, cultural influences on food, differentiated cooking techniques, and international menus.

Prerequisites: CUL 200

Instructor Consent Required

**CUL 290 Culinary Capstone****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

Students complete project work while applying knowledge and skills from culinary, nutrition, costing, and management areas.

Prerequisites: CUL 110, CUL 200, CUL 205

**CUL 291 Full-Time Cooperative Education 1: Culinary Arts****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 100 and co op coordinator consent

Instructor Consent Required

**CUL 292 Full-Time Cooperative Education 2: Culinary Arts****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CUL 291

**CUL 293 Full-Time Cooperative Education 3: Culinary Arts****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CUL 292

**CUL 298 Second Year Special Topics in Culinary Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Culinary Arts, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CUL 299 Second Year Independent Project in Culinary Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Culinary Arts that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Culinary Arts faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## CULT

### Courses

**CULT 105 Issues in Human Diversity****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A survey of concepts of human diversity and the effects of diversity on individuals and society. Topics include: race; gender; social class; sexual orientation; ableism; stereotypes, bias, and discrimination; and diversity in the workplace.

Prerequisites: AFL 085 or appropriate placement test score

**CULT 110 Social Issues in Technology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A survey of social issues that affect professionals in engineering and information technology fields. Topics include: work skills for the 21st century, professional ethics and whistleblowing, diversity in the workplace, social effects of globalization, and the impact of natural and engineering disasters.

Prerequisites: ENG 101

**CULT 198 First Year Special Topics in Culture Studies****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Culture Studies, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CULT 199 First Year Independent Project in Culture Studies****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Culture Studies that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Culture Studies faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**CULT 200 Introduction to Cultural Studies****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on examining and understanding how cultural processes and artifacts seen in the media and in everyday life are produced, distributed, consumed, and interpreted. Topics include: theories and analytical approaches, and cultural phenomena such as politics, power, and violence; gender and sexuality; and ethnicity and multiculturalism.

Prerequisites: ENG 101 (minimum grade C)



**CULT 298 Second Year Special Topics in Culture Studies****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Culture Studies, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**CULT 299 Second Year Independent Project in Culture Studies****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Culture Studies that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Culture Studies faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## DMS

### Courses

**DMS 100 Survey of Sonography****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on foundation concepts in the field of medical sonography. Topics include: the role of the sonographer in the healthcare setting, ultrasound system controls and functions, image production and display, and basic ultrasound physics.

Prerequisites: BIO 151 and MCH 104 (minimum grade C for both)

**DMS 111 Sonographic Principles and Instrumentation 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of physics in relation to ultrasound function and instrumentation. Topics include: characteristics of sound energy; using ultrasound in imaging; and waveforms, propagation, velocity, wavelength, acoustic impedance, reflection, and other types of interaction with tissue.

Prerequisites: MAT 150

Instructor Consent Required

**DMS 112 Sonographic Principles and Instrumentation 2****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of DMS 111. Topics include: integrating knowledge of physics with instrumentation theory and applications; understanding advanced signal processing, complex instrumentation, recording devices, biological effects, hemodynamics, Doppler principles, and quality control methods; and producing high quality diagnostic images.

Prerequisites: DMS 111

**DMS 198 First Year Special Topics in Diagnostic Medical Sonography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Diagnostic Medical Sonography, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**DMS 199 First Year Independent Project in Diagnostic Medical Sonography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Diagnostic Medical Sonography that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Diagnostic Medical Sonography faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**DMS 255 Ethics and Medical Law in Sonography****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on ethical and legal issues related to the sonography profession. Topics include: laboratory accreditation, professional education, and research standards and practices.

Prerequisites: DMSC 232 and DMSC 242, or DMSG 232 and DMSG 242 (minimum grade C for all)

**DMS 298 Second Year Special Topics in Diagnostic Medical Sonography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Diagnostic Medical Sonography, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**DMS 299 Second Year Independent Project in Diagnostic Medical Sonography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Diagnostic Medical Sonography that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Diagnostic Medical Sonography faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## DMSC

### Courses

**DMSC 110 Advanced Electrocardiography****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on electrocardiography principles and techniques. Topics include: patient preparation, 12-lead ECG setup and interpretation, common dysrhythmia recognition, myocardial infarct patterns, and chamber enlargement.

Prerequisites: Admitted to the DMS program through the selective enrollment process, and instructor consent  
Instructor Consent Required

**DMSC 120 Cardiovascular Sonography****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on cardiovascular scanning techniques and the operation of ultrasound systems. Topics include: professional standards and behaviors, basic ultrasound machine controls, scan planes, demonstration of appropriate imaging, and use of descriptive terminology associated with cardiac and vascular studies.

Prerequisites: Instructor consent

Instructor Consent Required

**DMSC 121 Cardiovascular Sonography Scan Lab 1****2 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on developing skills in the scanning techniques and protocols related to cardiac and vascular structures and physiology.

Prerequisites: Instructor consent

Instructor Consent Required

**DMSC 122 Cardiovascular Sonography Scan Lab 2****2 Credits. 0 Lecture Hour. 6 Lab Hours.**

A continuation of DMSC 121, emphasizing increased experience using scanning techniques and protocols related to cardiac and vascular structures and physiology.

Prerequisites: DMSC 121 (minimum grade C)



**DMSC 131 Vascular Sonography 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theory and principles of vascular sonography. Topics include: vascular anatomy and physiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development.

Prerequisites: DMSC 120 and DMSC 121 (minimum grade C for both)

**DMSC 141 Echocardiography 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theory and principles of adult cardiac sonography. Topics include: cardiac anatomy and physiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development.

Prerequisites: DMSC 120 and DMSC 121 (minimum grade C for both)

**DMSC 198 First Year Special Topics in Diagnostic Medical Sonography - Cardiovascular****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Diagnostic Medical Sonography - Cardiovascular, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**DMSC 199 First Year Independent Project in Diagnostic Medical Sonography - Cardiovascular****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Diagnostic Medical Sonography - Cardiovascular that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Diagnostic Medical Sonography - Cardiovascular faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**DMSC 223 Cardiovascular Sonography Scan Lab 3****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A continuation of DMSC 122, emphasizing increased skills and experience using scanning techniques and protocols related to cardiac and vascular structures and physiology.

Prerequisites: DMSC 122 (minimum grade C)

**DMSC 224 Cardiovascular Sonography Scan Lab 4****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

Students demonstrate required sonography competencies and proficiencies prior to completion of the program.

Prerequisites: DMSC 223

**DMSC 232 Vascular Sonography 2****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of DMSC 131, with additional information on theory and principles of vascular sonography.

Prerequisites: DMSC 131 (minimum grade C)

**DMSC 242 Echocardiography 2****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of DMSC 141, with additional information on theory and principles of adult cardiac sonography.

Prerequisites: DMSC 141 (minimum grade C)

**DMSC 245 Cardiovascular Specialties****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on advanced procedures and emerging technologies in the field of cardiovascular ultrasound.

Prerequisites: DMSC 232, DMSC 242 (minimum grade C for both)

**DMSC 250 Cardiovascular Imaging Seminar****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on integration of concepts and clinical applications in cardiovascular sonography. Topics include: current trends and advanced cardiovascular procedures and technologies, transition to an entry-level cardiovascular sonography position, mock registry examinations, and preparation for national credentialing examinations. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: DMSC 224, DMSC 232, and DMSC 242 (minimum grade C for all)

**DMSC 281 Cardiovascular Internship 1****1 Credit. 0 Lecture Hour. 24 Lab Hours.**

Students participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices. Students are evaluated on professional behavior and performance, and clinical competency.

Prerequisites: DMSC 122 and DMSC 131 and DMSC 141 (minimum grade C for all)

**DMSC 282 Cardiovascular Internship 2****1 Credit. 0 Lecture Hour. 24 Lab Hours.**

A continuation of DMSC 281. Students participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.

Prerequisites: DMSC 281

**DMSC 283 Cardiovascular Internship 3****2 Credits. 0 Lecture Hour. 32 Lab Hours.**

A continuation of DMSC 282. Students participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.

Prerequisites: DMSC 282

**DMSC 298 Second Year Special Topics in Diagnostic Medical Sonography - Cardiovascular****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Diagnostic Medical Sonography - Cardiovascular, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**DMSC 299 Second Year Independent Project in Diagnostic Medical Sonography - Cardiovascular****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Diagnostic Medical Sonography - Cardiovascular that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Diagnostic Medical Sonography - Cardiovascular faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**DMSG**

## Courses

### **DMSG 110 Sterile Techniques**

**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on fundamental surgical skills and surgical room set-up procedures. Topics include: rules and regulations for sterile environments, sterile trays and other equipment, technician behavior in sterile environments, infection risk control, surgical asepsis, anesthesia, and specimen care.

Prerequisites: Admitted to the DMS program through the selective enrollment process, and instructor consent

Instructor Consent Required

### **DMSG 120 General Imaging Sonography**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on general imaging scanning techniques and the operation of ultrasound systems. Topics include: professional standards and behaviors, basic ultrasound machine controls, scan planes, demonstration of appropriate imaging techniques, and use of descriptive terminology associated with abdomen, obstetrics, and gynecological studies.

Prerequisites: Instructor consent

Instructor Consent Required

### **DMSG 121 General Imaging Sonography Scan Lab 1**

**2 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on developing skills in the scanning techniques and protocols related to abdominal, superficial parts, obstetrics, and gynecological structures and physiology.

Prerequisites: Instructor consent

Instructor Consent Required

### **DMSG 122 General Imaging Sonography Scan Lab 2**

**2 Credits. 0 Lecture Hour. 6 Lab Hours.**

A continuation of DMSG 121, emphasizing increased experience using scanning techniques and protocols related to abdominal, superficial parts, obstetrics, and gynecological structures and physiology.

Prerequisites: DMSG 121 (minimum grade C)

### **DMSG 131 Abdominal Sonography 1**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theory and principles of abdominal and superficial parts sonography. Topics include: normal and abnormal etiology, diagnostic techniques and correlation with clinical tests, scanning techniques and protocols, and detection of abnormalities and pathologies.

Prerequisites: DMSG 120 and DMSG 121 (minimum grade C for both)

### **DMSG 141 Obstetrics and Gynecology Sonography 1**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theory and principles of obstetrical and gynecological sonography. Topics include: normal and abnormal etiology; diagnostic techniques related to gynecology and fetal development; scanning techniques and protocols; and detecting abnormalities, pathologies, and other deviations from normal development.

Prerequisites: DMSG 120 and DMSG 121 (minimum grade C for both)

### **DMSG 198 First Year Special Topics in Diagnostic Medical Sonography - General Imaging**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Diagnostic Medical Sonography - General Imaging, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

### **DMSG 199 First Year Independent Project in Diagnostic Medical Sonography - General Imaging**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Diagnostic Medical Sonography - General Imaging that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Diagnostic Medical Sonography - General Imaging faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

### **DMSG 223 General Imaging Sonography Scan Lab 3**

**1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A continuation of DMSG 122, emphasizing increased experience using scanning techniques and protocols related to abdominal, superficial parts, obstetrics, and gynecological structures and physiology.

Prerequisites: DMSG 122 (minimum grade C)

### **DMSG 224 General Imaging Sonography Scan Lab 4**

**2 Credits. 0 Lecture Hour. 4 Lab Hours.**

Students demonstrate required sonography competencies and proficiencies prior to completion of the program.

Prerequisites: DMSG 223

### **DMSG 232 Abdominal Sonography 2**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of DMSG 131, with additional information on theory and principles of abdominal and superficial parts sonography.

Prerequisites: DMSG 131 (minimum grade C)

### **DMSG 242 Obstetrics and Gynecology Sonography 2**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of DMSG 141, with additional information on theory and principles of obstetrical and gynecological sonography.

Prerequisites: DMSG 141 (minimum grade C)

### **DMSG 245 General Imaging Specialties**

**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on advanced procedures and emerging technologies in the field of general imaging ultrasound.

Prerequisites: DMSG 232, DMSG 242 (minimum grade C for both)

### **DMSG 250 General Imaging Seminar**

**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on integration of concepts and clinical applications in general sonography. Topics include: current trends and advanced sonographic procedures and technologies, transition to an entry-level general imaging sonography position, mock registry examinations, and preparation for national credentialing examinations. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: DMSG 224, DMSG 232 and DMSG 242 (Minimum grade C for all)

### **DMSG 281 General Imaging Internship 1**

**1 Credit. 0 Lecture Hour. 24 Lab Hours.**

Students participate in supervised practice of general imaging and obstetrical diagnostic ultrasound procedures in hospitals, clinics, and private physician offices. Students are evaluated on professional behavior and performance, and clinical competency.

Prerequisites: DMSG 122 and DMSG 131 and DMSG 141 (minimum grade C for all)

**DMSG 282 General Imaging Internship 2****1 Credit. 0 Lecture Hour. 24 Lab Hours.**

A continuation of DMSG 281. Students participate in supervised practice of general imaging and obstetrical diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.

Prerequisites: DMSG 281

**DMSG 283 General Imaging Internship 3****2 Credits. 0 Lecture Hour. 32 Lab Hours.**

A continuation of DMSG 282. Students participate in supervised practice of general imaging and obstetrical diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.

Prerequisites: DMSG 282

**DMSG 298 Second Year Special Topics in Diagnostic Medical Sonography - General Imaging****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Diagnostic Medical Sonography - General Imaging, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**DMSG 299 Second Year Independent Project in Diagnostic Medical Sonography - General Imaging****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Diagnostic Medical Sonography - General Imaging that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Diagnostic Medical Sonography - General Imaging faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

## DT

### Courses

**DT 110 Community Nutrition****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A study of public health nutrition programs in the U.S. Topics include: food availability; laws, regulations, and policies; and the influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior. Students participate in supervised practice.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores, and instructor consent  
Instructor Consent Required

**DT 115 Cooking for a Healthy Lifestyle****2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on food preparation techniques and healthy food choices for individuals. Topics include: preparing and evaluating healthy foods, modifying recipes, food safety, alternative food choices, and special diet considerations.

Prerequisites: AFL 085 or appropriate placement test score

**DT 120 Nutrition for a Healthy Lifestyle****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to nutrition concepts and diets for healthy living. Topics include: health risks; socioeconomic, cultural, psychological, and environmental influences; health promotion; disease prevention; complementary, alternative, and herbal therapies; dietary supplements; and lifecycle nutrition.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

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**DT 125 Nutrition Through the Lifecycle****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on nutritional needs from preconception through maturity. Topics include: influence of age, growth, and normal development on nutritional requirements; diet planning principles for diverse age groups; and promoting healthy eating to reduce age-related nutrition problems.

Prerequisites: DT 120

**DT 130 Nutrition Assessment****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on principles of assessment for normal nutrition. Topics include: the nutrition care process, anthropometrics, drug/nutrient interactions, collecting and interpreting lab values, computerized analysis, and interviewing and counseling skills.

Prerequisites: DT 120

**DT 135 Sports Nutrition****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the nutrition needs of active people and athletes. Topics include: nutrient requirements for optimal health, fitness, and sports; weight control; popular nutrition supplements; and ergogenic aids.

Prerequisites: DT 120

**DT 180 Dietetic Directed Practice: Health Care 1****1 Credit. 0 Lecture Hour. 5 Lab Hours.**

Students participate in supervised practice in health care and acute care settings. Topics include: nutrition care process, assessment techniques, lifecycle nutrition, interviewing skills, screening, monitoring food and nutrient intake, and menu modification.

Prerequisites: DT 120 and instructor consent  
Instructor Consent Required

**DT 190 Dietetic Professional Practices****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that prepares Dietetic Technology students for clinical and management practices and practicums. Topics include: dietetic professional practice requirements, review of student handbook, dietetic licensure, HIPAA, and blood-borne pathogen and safety training.

Prerequisites: AFL 080 and AFM 092, or appropriate placement test scores, and instructor consent  
Instructor Consent Required

**DT 198 First Year Special Topics in Dietetics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Dietetics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, or F.

Prerequisites: Vary by section

**DT 199 First Year Independent Project in Dietetics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Dietetics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Dietetics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**DT 205 Quantity Food Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on quantity food production practices. Topics include: identification, care, and use of institutional food service equipment; standardized recipes; quality assurance; work efficiency; costing; and food evaluation.

Prerequisites: HRM 105

**DT 211 Food Service Management 1****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on fundamental concepts of food service management. Topics include: meal service and delivery systems, evaluating meal production, performance standards, scheduling, and staffing.

Prerequisites: DT 120

**DT 212 Food Service Management 2****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of DT 211. Topics include: management responsibilities, interviewing and recruiting, performance review, productivity, work simplification, budgeting, and professional ethics.

Prerequisites: DT 211

**DT 215 Nutrition for Dietary Managers****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on nutrition concepts related to the Dietary Manager's scope of practice. Topics include: medical nutrition therapy, documentation, care planning, nutrition education, and healthcare regulations.

Prerequisites: DT 125

**DT 221 Medical Nutrition Therapy 1****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on nutrition care processes and diet modification for various disease states. Topics include: weight management, upper and lower gastrointestinal tract, diabetes, parenteral and enteral nutrition, swallowing, and feeding disorders.

Prerequisites: DT 130

**DT 222 Medical Nutrition Therapy 2****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A continuation of DT 221. Topics include: nutrition in severe stress; renal disease; liver disease; cancer; HIV and AIDS; heart, lung, and blood vessel diseases; and pressure ulcers and burns.

Prerequisites: DT 221

**DT 225 Dietary Manager Exam Review****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that prepares students to take the Dietary Manager credentialing examination.

Prerequisites: Complete all required DT courses, and instructor consent

Instructor Consent Required

**DT 280 Dietetic Directed Practice: Food Service****1 Credit. 0 Lecture Hour. 6 Lab Hours.**

Students participate in supervised practice in a health care food service setting. Topics include: food service management, human resources, sanitation, procurement, distribution and food cost, menu cost, recipe development, and equipment specifications.

Prerequisites: DT 110 and instructor consent

Instructor Consent Required

**DT 283 Dietetic Directed Practice: Health Care 2****1 Credit. 0 Lecture Hour. 5 Lab Hours.**

Students participate in supervised practice in a health care setting. Topics include: applying the nutrition care process, care plans, enteral and parenteral nutrition, transitional feeding, severe stress, and disorders of lower and upper gastrointestinal tract.

Prerequisites: DT 180 and instructor consent

Instructor Consent Required

**DT 285 Dietetic Directed Practice: Health Care 3****1 Credit. 0 Lecture Hour. 5 Lab Hours.**

Students participate in supervised practice in a health care setting while building on previous directed practice experience. Topics include: quality improvement, health care regulations, and pediatric nutrition assessment.

Prerequisites: DT 180 and instructor consent

Instructor Consent Required

**DT 287 Dietetic Practicum: Food Service****2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Students participate in unpaid work experience in a food service management setting and complete an individualized final project agreed upon by the student and instructor.

Prerequisites: DT 280 and instructor consent

Instructor Consent Required

**DT 289 Dietetic Practicum: Clinical****2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Students participate in unpaid work experience in a health care setting, complete individual curriculum goals, and review Academy of Nutrition and Dietetics competencies.

Prerequisites: DT 283 and DT 285 and instructor consent

Instructor Consent Required

**DT 290 Dietetic Competencies****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course that prepares students for the Dietetic Technician Registration Exam and entry into the dietetic profession. Topics include: exam review, clinical and food service review, and professional portfolio development. Students must pass a final competency exam to pass this course.

Prerequisites: Complete all required DT courses, and instructor consent

Instructor Consent Required

**DT 298 Second Year Special Topics in Dietetics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Dietetics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, or F.

Prerequisites: Vary by section



**DT 299 Second Year Independent Project in Dietetics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Dietetics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Dietetics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ECC****Courses****ECC 145 Diverse Populations and Families****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques for teaching diverse populations in early childhood settings. Topics include: developing positive relationships in diverse family units, inclusion, multiculturalism, and adapting learning environments to include gifted children and children with disabilities.

Prerequisites: None

**ECC 198 First Year Special Topics in Early Child Care****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Early Child Care, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ECC 199 First Year Independent Project in Early Child Care****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Early Child Care that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Early Child Care faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ECC 298 Second Year Special Topics in Early Child Care****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Early Child Care, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ECC 299 Second Year Independent Project in Early Child Care****0 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Early Child Care that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Early Child Care faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ECE****Courses****ECE 111 Child Development Associate 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

This course provides 60 of the 120 clock-hours of training required by the Council for Early Childhood Professionals Recognition/ CDA National Credential Program. Topics include: six competency standards and 13 functional areas required for the credential program, focusing on the competency areas safe and healthy environments, physical and intellectual competence, and social and emotional development.

Prerequisites: None

**ECE 112 Child Development Associate 2****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of ECE 111 that provides 60 clock-hours of additional training. Topics include: six competency standards and 13 functional areas, focusing on relationships with families, program organization, and professionalism, as well as preparing for the competency test and portfolio review.

Prerequisites: ECE 111

**ECE 145 The Developing Child****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on growth and development of children from birth through age eight. Topics include: characteristics and needs of children for physical, cognitive, language, social, and emotional growth and development; and theories of early childhood education.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Assurance Guide Approved

**ECE 155 Health, Safety, and Nutrition in Childhood****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques for managing health, safety, and nutrition in child care settings serving infants through school age children. Topics include: childhood communicable diseases, licensing requirements, and nutritional needs of young children.

Prerequisites: AFL 085 or appropriate placement test score

**ECE 160 Assessment and Observation in Early Childhood Education****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on strategic and purposeful techniques for observing, recording, and assessing the progress of children from infants to school age.

Prerequisites: EDU 105 and ECE 145

**ECE 165 Emergent Literacy****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on growth and development of oral language from birth to school age, which meets the Ohio Early Learning Standards for reading and writing for young children. Topics include: the study of reading and writing, the teacher's role in promoting early literacy, and phonemic awareness.

Prerequisites: EDU 105 and ECE 145

**ECE 175 Family, Community, and Schools****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques for parent/teacher collaboration. Topics include: effective communication among parents, teachers, and other professionals for enhancing child development; maintaining positive relationships; and working with diverse family units.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Assurance Guide Approved



**ECE 180 Infant and Toddler Environments****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for care and nurturing of infants and toddlers. Topics include: promoting growth and development, classroom management, and developmentally appropriate practice. Students spend three hours per week in an early childhood care setting.

Prerequisites: ECE 145 and EDU 105

**ECE 185 Creative Learning Environments****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on creating learning experiences for young children. Topics include: art, music, social studies, math, and science curricula; indoor and outdoor play; and selecting developmentally appropriate materials and equipment.

Prerequisites: EDU 105 and ECE 145

**ECE 198 First Year Special Topics in Early Child Care Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Early Child Care Education, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ECE 199 First Year Independent Project in Early Child Care Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Early Child Care Education that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Early Child Care Education faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ECE 215 Classroom Management and Guidance****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts, techniques, and management of early educational classrooms, and implementation of developmentally appropriate practice and guidance for children from birth to age eight.

Prerequisites: ECE 145 and EDU 105

**ECE 220 Preschool and School Age Environments****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on concepts, techniques, and educational theories for teaching preschool and school age children. Topics include: learning through play, promoting growth and development, classroom management, and developmentally-appropriate practice. Students spend three hours per week in a preschool setting.

Prerequisites: ECE 180

**ECE 230 Administration and Leadership in Early Childhood Education****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on organizing, operating, and managing child care facilities and family child care homes. Topics include: licensing requirements, record keeping, budgeting, working with staff and parents, team building, resolving conflicts, and other leadership skills.

Prerequisites: ECE 220

**ECE 290 Student Teaching in Early Childhood Education****3 Credits. 1 Lecture Hour. 14 Lab Hours.**

Students spend a minimum of 14 hours per week in a supervised student teaching experience in an approved early childhood care/education setting. Students must prepare a professional portfolio. Placement settings should be accredited or meet requirements for Ohio Step Up To Quality Level 3, and serve culturally, linguistically, and socio-economically diverse student populations.

Prerequisites: ECE 220 and ECE Program Chair consent

**ECE 298 Second Year Special Topics in Early Child Care Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Early Child Care Education, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ECE 299 Second Year Independent Project in Early Child Care Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Early Child Care Education that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Early Child Care Education faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## ECO

### Courses

**ECO 105 Principles of Microeconomics****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of basic concepts of microeconomics. Topics include: supply and demand, equilibrium processes, consumer choice, firm pricing and output behavior, industry structure, government antitrust regulation, externalities, economic welfare, and income distribution.

Prerequisites: AFL 085 and AFM 092 or appropriate placement test score

Ohio Transfer Module Approved

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**ECO 110 Principles of Macroeconomics****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of the economic macro-system. Topics include: analysis of inflation and unemployment, government monetary and fiscal policy, aggregate income analysis, consumption, savings and investment, long run growth policies and budget deficits, foreign trade flows, and exchange rate policies.

Prerequisites: AFL 085 and AFM 092 or appropriate placement test score

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**ECO 198 First Year Special Topics in Economics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Economics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ECO 199 First Year Independent Project in Economics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Economics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Economics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ECO 298 Second Year Special Topics in Economics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Economics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ECO 299 Second Year Independent Project in Economics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Economics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Economics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## EDU

### Courses

**EDU 105 Introduction to Education****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to the teaching profession. Topics include: purposes of schools in society; and knowledge, dispositions, and performance required to be an effective teacher.

Prerequisites: AFL 085 or appropriate placement test score

Ohio Transfer Assurance Guide Approved

**EDU 110 Educational Technology****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on using educational technology as an instructional resource. Topics include: types and uses of software, selecting technologies for achieving curricular goals, and aligning electronic media production with instructional goals.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105

**EDU 200 Individuals with Exceptionalities****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques for working with children and youth with exceptionalities, in varied educational and community settings. Topics include: identifying developmental characteristics for physical, cognitive, and social development disabilities; adapting learning environments; giftedness; legal issues; and community resources.

Prerequisites: EDU 105

Ohio Transfer Assurance Guide Approved

**EDU 210 Learning in Childhood****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on major theories of human development and learning. Topics include: motivation, instructional strategies, assessment, similarities and differences in learners, and other factors affecting student learning and development.

Prerequisites: PSY 110

Ohio Transfer Assurance Guide Approved

## EET

### Courses

**EET 100 Introduction to Electrical Engineering Technology****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

An introduction to concepts and measuring skills for the electronics field. Topics include: current, voltage, power, Ohm's law, series circuits, meter reading, software simulation use, and circuit construction.

Prerequisites: AFM 092 or appropriate placement test score

**EET 101 Electronic Fundamentals 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on electrical fundamentals for non-electrical majors. Topics include: DC and AC circuit theory, electrical motors and controls, electromagnetic devices, and transformers.

Prerequisites: AFM 094 or MAT 120, and AFL 085, or appropriate placement test scores

**EET 121 Digital Systems 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on analyzing, designing, and troubleshooting digital logic circuits. Topics include: basic gates and programmable logic devices (PLDs); number systems and codes; Boolean algebra; circuit simplification; and functions of logic circuits, latches, flip-flops, counters, timers, and memory.

Prerequisites: MAT 121 or appropriate placement test score

**EET 122 Digital Systems 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of EET 121. Topics include: counter design and cascading, shift registers, PLD applications, microprocessor registers, input/output (I/O), busses, direct memory access (DMA), memory expansion, and assembly language programming.

Prerequisites: EET 121

**EET 131 Circuit Analysis 1****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on DC electric circuits. Topics include: current, voltage, resistance, and power; laws applied to series, parallel, and series-parallel circuits; Thevenin's, Superposition, and Norton's theorems; steady state and transient behavior of capacitive and inductive devices; and magnetic properties.

Prerequisites: MAT 121 or appropriate placement test score

Ohio Transfer Assurance Guide Approved

Ohio Career-Technical Assurance Guide Approved

**EET 132 Circuit Analysis 2****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of EET 131. Topics include: sinusoidal wave characteristics; complex numbers; phasors; transformers; RC, RL, and RLC networks; filter networks; three-phase and poly-phase systems; and power factor analysis.

Prerequisites: EET 131 and MAT 125 or appropriate placement test score

Ohio Transfer Assurance Guide Approved

**EET 191 Part-Time Cooperative Education 1: Electronics Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**EET 192 Part-Time Cooperative Education 2: Electronics Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 191

**EET 193 Part-Time Cooperative Education 3: Electronics Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 192

**EET 194 Part-Time Cooperative Education 4: Electronics Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 193

**EET 195 Part-Time Cooperative Education 5: Electronics Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 194

**EET 196 Part-Time Cooperative Education 6: Electronics Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 195

**EET 198 First Year Special Topics in Electronics Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Electronics Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**EET 199 First Year Independent Project in Electronics Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Electronics Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Electronics Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**EET 291 Full-Time Cooperative Education 1: Electronics Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**EET 292 Full-Time Cooperative Education 2: Electronics Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 291

**EET 293 Full-Time Cooperative Education 3: Electronics Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 292

**EET 294 Internship 1: Electronics Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 131 and CIT 190

**EET 295 Internship 2: Electronics Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EET 294

**EET 298 Second Year Special Topics in Electronics Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Electronics Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**EET 299 Second Year Independent Project in Electronics Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Electronics Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Electronics Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## EMET

### Courses

**EMET 150 Introduction to Controls and Robotics****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on operation and use of robots in manufacturing applications. Topics include: programmable robotics, flow charting, logic controllers, motors, control language, motion, and quality assurance.

Prerequisites: AFL 085, and AFM 094 or MAT 120, or appropriate placement test scores

**EMET 180 Process Instrumentation****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on process instrumentation theory and applications. Topics include: principles and practices of measurement and control of temperature, pressure, flow, level, and analytical quantities; and data acquisition for process instruments and controls.

Prerequisites: EMET 140, EET 131

**EMET 191 Part-Time Cooperative Education 1: Electro-Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**EMET 192 Part-Time Cooperative Education 2: Electro-Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 191

**EMET 193 Part-Time Cooperative Education 3: Electro-Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 192

**EMET 194 Part-Time Cooperative Education 4: Electro-Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 193

**EMET 195 Part-Time Cooperative Education 5: Electro-Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 194

**EMET 196 Part-Time Cooperative Education 6: Electro-Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 195

**EMET 198 First Year Special Topics in Electro-Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Electro-Mechanical Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**EMET 199 First Year Independent Project in Electro-Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Electro-Mechanical Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Electro-Mechanical Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval



**EMET 210 Energy Efficiency and Audits****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on concepts related to energy consumption. Topics include: conducting energy audits for residential, commercial, and industrial locations; conserving energy; reducing energy consumption; and applying renewable energies.

Prerequisites: None

**EMET 225 Solar and Renewable Energy****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on planning, installing, and maintaining solar and renewable energy devices. Topics include: photovoltaic electrical systems, solar thermal systems, fuel cell technology, and wind turbine technology.

Prerequisites: EMET 210

**EMET 230 Fuel Cells and Wind Devices****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on planning, installing, and maintaining alternative energy sources. Topics include: converting chemical energy to electricity; fuel cell components, power efficiencies, and applications; electrolysis; and wind turbine components.

Prerequisites: EMET 210

**EMET 240 Programmable Logic Controllers, Motors, Motor Controls, and Kinematics****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on programmable logic controllers, motors, and variable speed drives and mechanisms. Topics include: operating, troubleshooting, and controlling circuits; calculating speed, torque, horsepower, and efficiency; and machine kinematics.

Prerequisites: EET 132

**EMET 245 Laser 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the operational theory and safe use of lasers. Topics include: properties of laser light, elements of the laser, laser classifications, structure of the eye, and hazards associated with laser light.

Prerequisites: EMET 150, and MAT 121 or appropriate placement test score

**EMET 246 Laser 2****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A continuation of EMET 245, covering optical elements and types of industrial lasers used in photonics applications. Topics include: lenses, mirrors, prisms, laser modulators and Q-switches, optical power, energy measurements, and applying lasers for advanced manufacturing.

Prerequisites: EMET 245

**EMET 270 Robotics and Servomechanisms****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on theory and applications of robotics and servomechanisms. Topics include: analyzing industrial robotics applications in automated manufacturing environments; programming and operating robots; transducers, proportional, proportional-integral, and proportional-integral-derivative positional control systems; and closed-loop controls.

Prerequisites: EET 132

**EMET 275 Electric Drive Mechanisms****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on electric drive systems used in electric vehicles and stationary power systems. Topics include: power and energy measurement, energy storage, battery monitoring, motor drives, control electronics and instrumentation, power transmission, and electrical safety devices.

Prerequisites: EMET 240

**EMET 291 Full-Time Cooperative Education 1: Electro-Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**EMET 292 Full-Time Cooperative Education 2: Electro-Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 291

**EMET 293 Full-Time Cooperative Education 3: Electro-Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 292

**EMET 294 Internship 1: Electro-Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 140

**EMET 295 Internship 2: Electro-Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 294

**EMET 298 Second Year Special Topics in Electro-Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Electro-Mechanical Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval



**EMET 299 Second Year Independent Project in Electro-Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Electro-Mechanical Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Electro-Mechanical Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

# EMS

## Courses

**EMS 100 CPR and First Aid for the Health Care Professional**  
**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on life support and first aid skills. Topics include: one- and two-rescuer CPR and AED for adults, children, and infants; barrier devices; and resuscitator bags. Students who pass the course receive an American Heart Association CPR card for the Health Care Professional and First Aid card.

Prerequisites: None

**EMS 103 Emergency Medical Responder Theory and Practice**  
**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on how to provide immediate care for life-threatening injuries and illnesses, using the curriculum approved by the Ohio Department of Public Safety, Division of EMS. Students who pass the course are eligible for the NREMT certification exam.

Prerequisites: AFL 085 or appropriate placement test score

**EMS 105 Emergency Medical Responder Refresher**  
**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that provides Certified Emergency Medical Responders with a review of skills for providing immediate care for life-threatening injuries and illnesses. The course incorporates continuing education/recertification standards of the Ohio Department of Public Safety, Division of EMS.

Prerequisites: EMS 103 or current EMR certification

**EMS 110 Emergency Medical Technician Theory and Practice**  
**7 Credits. 5 Lecture Hours. 4 Lab Hours.**

A course on assessment, care, and transportation of the ill or injured patient, using the curriculum approved by the Ohio Department of Public Safety, Division of EMS. Students who pass the course are eligible for the National Registry of Emergency Medical Technicians (NREMT) certification exam.

Prerequisites: AFL 085 or appropriate placement test score

**EMS 115 Emergency Medical Technician Refresher**  
**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course that provides Certified Emergency Medical Technicians with a review of skills for assessment, care, and transportation of the ill or injured patient. The course incorporates continuing education/recertification standards of the Ohio Department of Public Safety, Division of EMS.

Prerequisites: EMS 110 or current EMT certification

**EMS 120 Paramedic Anatomy and Physiology**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the structure and function of the human body. Topics include: medical terminology, cells, tissues, and human organ systems.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**EMS 180 Emergency Medical Technician Field Experience Practicum****2 Credits. 0 Lecture Hour. 8 Lab Hours.**

Students who are certified EMTs gain unpaid work experience with a fire or emergency medical services department prior to entering the EMT-Paramedic Certificate program.

Prerequisites: EMS 110 and Ohio EMT certification

**EMS 198 First Year Special Topics in Emergency Medical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Emergency Medical Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**EMS 199 First Year Independent Project in Emergency Medical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Emergency Medical Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Emergency Medical Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**EMS 200 Advanced Cardiac Life Support Provider Theory and Practice****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on knowledge and skills for evaluating and managing the first 10 minutes of an episode of ventricular fibrillation/ventricular tachycardia experienced by an adult. Students must have completed or be enrolled in technical courses for Paramedic, Nursing, or Respiratory Technology.

Prerequisites: Instructor consent

Instructor Consent Required

**EMS 205 Pediatric Advanced Life Support Theory and Practice**  
**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on knowledge and skills for providing advanced life support care for an infant or child during the first 10 minutes of resuscitation efforts. Students must have completed or be enrolled in technical courses for Paramedic, Nursing or Respiratory Technology.

Prerequisites: Instructor consent

Instructor Consent Required

**EMS 211 Paramedic 1****7 Credits. 7 Lecture Hours. 0 Lab Hour.**

A course on knowledge and skills needed by an Emergency Medical Technician to provide advanced life support care of the ill or injured patient. The curriculum follows guidelines approved by the Ohio Department of Public Safety, Division of EMS, and meets terminal objectives for the entry-level paramedic as outlined in the National Emergency Medical Services Educational Standards.

Prerequisites: EMS 110 and EMS 120 (minimum grade of C for both)  
Instructor Consent Required

**EMS 212 Paramedic 2****6 Credits. 6 Lecture Hours. 0 Lab Hour.**

A continuation of EMS 211, with ongoing study of the knowledge and skills needed for advanced life support care of the ill or injured patient. The curriculum follows guidelines approved by the Ohio Department of Public Safety, Division of EMS, and meets terminal objectives for the entry-level paramedic.

Prerequisites: EMS 211 and EMS 221 and EMS 231 (minimum grade of C for all)

Instructor Consent Required

**EMS 213 Paramedic 3****6 Credits. 6 Lecture Hours. 0 Lab Hour.**

A continuation of EMS 212, with ongoing study of the knowledge and skills needed for advanced life support care of the ill or injured patient. The curriculum follows guidelines approved by the Ohio Department of Public Safety, Division of EMS, and meets terminal objectives for the entry-level paramedic.

Prerequisites: EMS 212 and EMS 222 and EMS 232 (minimum grade of C for all)

**EMS 215 Paramedic Refresher****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course that provides Certified Paramedics with a review of skills for advanced life support care of the ill or injured patient. The course incorporates continuing education/recertification standards of the Ohio Department of Public Safety, Division of EMS.

Prerequisites: EMS 213 or current Paramedic certification

Instructor Consent Required

**EMS 220 Emergency Medical Services Instructor Theory and Practice****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on techniques for teaching adult learners the knowledge and skills required for the Emergency Medical Services field, using the curriculum approved by the Ohio Department of Public Safety, Division of EMS. Students participate in supervised teaching experiences.

Prerequisites: Instructor consent

Instructor Consent Required

**EMS 221 Paramedic 1 Lab****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A laboratory course that accompanies EMS 211, covering skills and interventions needed to properly assess and manage the ill or injured patient.

Prerequisites: EMS 110 and EMS 120 (minimum grade of C for both)

**EMS 222 Paramedic 2 Lab****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A laboratory course that accompanies EMS 212, covering ongoing acquisition of skills and interventions needed to properly assess and manage the ill or injured patient.

Prerequisites: EMS 211 and EMS 221 and EMS 231 (minimum grade of C for all)

**EMS 223 Paramedic 3 Lab****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A laboratory course that accompanies EMS 213, covering ongoing acquisition of skills and interventions needed to properly assess and manage the ill or injured patient.

Prerequisites: EMS 212 and EMS 222 and EMS 232 (minimum grade of C for all)

**EMS 231 Paramedic 1 Practicum****2 Credits. 1 Lecture Hour. 9 Lab Hours.**

Students refine their patient assessment and management skills under the direct supervision of a clinical or internship preceptor, in the hospital clinical setting and field internship setting. Students must complete designated hours and skills.

Prerequisites: EMS 110 and EMS 120 (minimum grade of C for both)

**EMS 232 Paramedic 2 Practicum****3 Credits. 1 Lecture Hour. 11 Lab Hours.**

Students refine their patient assessment and management skills under the direct supervision of a clinical and/or internship preceptor, in the hospital clinical setting and field internship setting. Students must complete designated hours and skills.

Prerequisites: EMS 211 and EMS 221 and EMS 231 (minimum grade of C for all)

**EMS 233 Paramedic 3 Practicum****3 Credits. 1 Lecture Hour. 11 Lab Hours.**

Students refine their patient assessment and management skills under the direct supervision of a clinical and/or internship preceptor, in the hospital clinical setting and field internship setting. Students must complete designated hours and skills.

Prerequisites: EMS 212 and EMS 222 and EMS 232 (minimum grade of C for all)

**EMS 298 Second Year Special Topics in Emergency Medical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Emergency Medical Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**EMS 299 Second Year Independent Project in Emergency Medical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Emergency Medical Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Emergency Medical Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

## ENG

### Courses

**ENG 100 English Principles: Grammar and Structure****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A comprehensive review of writing principles for business and professional communication. Topics include: grammar, punctuation, word usage, and techniques for reviewing and revising various business-related documents.

Prerequisites: AFL 085 or appropriate placement test score

**ENG 101 English Composition 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to college writing focusing on understanding the writing process. Topics include: identifying audiences; developing a strong thesis; providing sufficient evidence for claims; and writing essays with grammatical, mechanical, and stylistic correctness.

Prerequisites: AFL 085 or appropriate placement test score

Ohio Transfer Module Approved

**ENG 102 English Composition 2: Contemporary Issues****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of ENG 101. Topics include: critical reasoning; argumentation; the research process and the research paper; and reading, synthesizing, and responding critically to policy-driven research.

Prerequisites: ENG 101

Ohio Transfer Module Approved

**ENG 103 English Composition 2: Writing about Literature****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of ENG 101. Topics include: critical reading; argumentation; the research process and the research paper; and reading, synthesizing, and responding critically to literature.

Prerequisites: ENG 101

Ohio Transfer Module Approved

**ENG 104 English Composition 2: Technical Communication****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of ENG 101. Topics include: audience analysis; planning, preparing, and revising technical and professional documents used for reference, persuasion, or instruction; using and reporting on research; and integrating visuals with text.

Prerequisites: ENG 101, and 8 credit hours in technical courses

Ohio Transfer Module Approved

**ENG 105 English Composition 2: Business Communication****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of ENG 101. Topics include: planning, preparing, and revising business documents such as formal and informal business letters, emails, proposals, and reports; and using and reporting on research.

Prerequisites: ENG 101

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**ENG 131 Creative Writing: Poetry****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A workshop-oriented poetry writing course. Topics include: the invention process, revision, poetic form, and critical response to works of literature and student work.

Prerequisites: 6 Credit Hours of English Composition

**ENG 132 Creative Writing: Fiction****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A workshop-oriented fiction writing course. Topics include: the invention process, revision, form of fiction, and critical response to works of literature and student work.

Prerequisites: 6 credit hours of English Composition

**ENG 134 Creative Writing: Writing for Children****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A workshop-oriented course on writing picture books, chapter books, and middle grade novels. Topics include: the invention process, revision, form of children's literature, and critical response to works of literature and student work.

Prerequisites: 6 credit hours of English Composition

**ENG 198 First Year Special Topics in English****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to English, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ENG 199 First Year Independent Project in English****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to English that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by English faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ENG 205 Scriptwriting: Short****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing scripts for short form electronic media messages such as commercials and public service announcements. Topics include: analyzing audiences and products; applying basic concepts of marketing; conducting research; preparing copy platforms, scripts, and storyboards; and persuasively presenting concepts.

Prerequisites: 6 credits of English Composition (minimum grade C)

**ENG 210 Scriptwriting: Long****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing scripts for long form electronic media messages such as instructional and promotional video and documentaries. Topics include: analyzing audiences and products; conducting research; preparing documentation, scripts, and storyboards; and persuasively presenting concepts.

Prerequisites: 6 credits of English Composition (minimum grade C)

**ENG 215 Copywriting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing promotional messages for print and online distribution. Topics include: analyzing audiences and products, conducting research, developing concepts, preparing copy platforms, selecting writing styles and formats, and designing materials.

Prerequisites: 6 credits of English Composition (minimum grade C)

**ENG 230 Writing Online Content****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing content for websites and web-supported publishing such as blogs and e-newsletters. Topics include: analyzing audiences and goals, choosing writing styles, creating and revising content, and applying best practices for online and digital document design.

Prerequisites: 6 credits of English Composition (minimum grade C)

**ENG 298 Second Year Special Topics in English****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to English, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ENG 299 Second Year Independent Project in English****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to English that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by English faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## ESET

## Courses

### ESET 220 Microprocessor Systems

**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on designing, programming, and troubleshooting microprocessor systems and applications. Topics include: assembly language programming, interrupt and polled input/output (I/O), interrupt service routines, parallel ports, timer functions, serial interfaces, analog-to-digital (A/D) converters, and external hardware interfaces.  
Prerequisites: EET 122

### ESET 251 Electronics

**4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on semiconductor and amplifier theory and application. Topics include: diode circuits and basic power supplies; bipolar transistor, field-effect transistor (FET), thyristor, and operational amplifier theory; inverters; circuit construction; and troubleshooting.  
Prerequisites: EET 132

### ESET 290 Electronic Systems Engineering Technology Capstone Project

**4 Credits. 2 Lecture Hours. 4 Lab Hours.**

Students design a system using analog and digital electronics concepts, and prepare and deliver a professional presentation of their completed project. Topics include: design theory, feasibility study, engineering economics, and presentation skills.  
Prerequisites: EET 122 and ESET 251

## ESL

### Courses

#### ESL 051 English as a Second Language Level 1

**4 Credits.**

A course that integrates English skills including reading, writing, grammar, speaking, and listening comprehension. Topics include: American culture, cross-cultural communication, and the immigrant experience.  
Prerequisites: None

#### ESL 052 English as a Second Language Level 2

**4 Credits.**

A continuation of ESL 051. Topics include: American culture, cross-cultural communication, the immigrant experience, and current events.  
Prerequisites: ESL 051 or appropriate placement test score

#### ESL 055 English as a Second Language: Grammar

**2 Credits.**

A course for non-native speakers on English grammar skills. Topics include: verb tenses, count and non-count nouns, active and passive voice, and grammatical articles.  
Prerequisites: None

#### ESL 060 English as a Second Language: Pronunciation

**2 Credits.**

A course for non-native speakers on pronunciation of standard American English. Topics include: stress, rhythm, intonation, vocabulary, idioms, cross-cultural communication, and coping strategies.  
Prerequisites: None

### ESL 198 First Year Special Topics in English as a Second Language

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to English as a Second Language, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

### ESL 199 First Year Independent Project in English as a Second Language

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to English as a Second Language that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by English as a Second Language faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

### ESL 298 Second Year Special Topics in English as a Second Language

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to English as a Second Language, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

### ESL 299 Second Year Independent Project in English as a Second Language

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to English as a Second Language that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by English as a Second Language faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

## EVS

### Courses

#### EVS 110 Environmental Science: Conservation and Cleanup

**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on environmental science as it affects human activity and the environment. Topics include: drinking water and wastewater treatment, air pollution, energy, conservation, solid and hazardous waste management, and risk assessment. Students provide transportation to off-campus field trips.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

#### EVS 120 Environmental Geology

**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on the relationship of applied geology to the human environment. Topics include: plate tectonics, soils, groundwater and surface water, natural disasters and glacial geology, and resource protection from contamination. Students provide transportation to off-campus field trips.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved



**EVS 130 Environmental Science: Ecology and Ecosystems****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on environmental science and ecology. Topics include: types of ecosystems and how they function, elementary soil science, biodiversity, and population growth and sustainability. Students provide transportation to off-campus field trips.

Prerequisites: AFL 085 or appropriate placement test score

Ohio Transfer Module Approved

# EVT

## Courses

**EVT 105 Environmental Sampling****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on sampling requirements and techniques. Topics include: sampling groundwater, surface water, drums, sediments, soil, and air; site assessment; and field testing. Students provide transportation to off-campus field trips. Students who complete the course successfully earn a USEPA certificate.

Prerequisites: AFL 085 and AFM 092 or appropriate placement test scores

**EVT 115 OSHA 40-Hour Course****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on the OSHA-specific requirements under 29 CFR 1910.120 for 40-Hour Hazardous Waste Site Training. Topics include: avoiding injury on a hazardous waste site, and basic concepts for health and safety programs. Students who complete the course successfully earn a certificate.

Prerequisites: AFL 085 and AFM 092 or appropriate placement test scores

Instructor Consent Required

**EVT 125 Restoration Ecology: Sustainable Sites****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on environmental design principles and sustainable development. Topics include: federal, state, and local issues and standards; and managing introduced, exotic, and invasive species. Students provide transportation to off-campus field trips.

Prerequisites: EVS 110 or EVS 130

**EVT 135 Restoration Ecology: Rain Gardens****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on rain garden design and construction techniques that harvest rain water from local watersheds. Topics include: baseline analysis, site preparation, plant selection, and study of components in various ecoregions. Students provide transportation to off-campus field trips.

Prerequisites: EVS 110 or EVS 130

**EVT 140 Environmental Regulations and Permits****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on federal, state, and local environmental laws with emphasis on related computer concepts and applications. Topics include: TSCA, FIFRA, OSHA, CAA, CWA, SDWA, CERCLA, and RCRA.

Prerequisites: EVS 110 and (ENG 101 or ENQ REQC)

**EVT 145 Restoration Ecology: Native Vegetation****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on native trees, shrubs, and vines that have commercial value for sustainable use. Topics include: proven landscape species, their uses in the tri-state area, and invasive species of various ecoregions. Students provide transportation to off-campus field trips.

Prerequisites: EVS 110 or EVS 130

**EVT 150 Environmental Chemistry****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on organic chemistry and chemical principles of environmental systems. Topics include: nomenclature, geochemistry, atmospheric chemistry, organic and inorganic air pollutants, toxicological chemistry, resources, energy, and analysis of environmental samples using chemical instrumentation.

Prerequisites: CHE 110 or CHE 121

**EVT 155 Site Mapping and GIS****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on mapping techniques for the environmental field. Topics include: map concepts, coordinate systems, elevation contours, and terrain modeling. Course activities include manual drafting, basic principles of surveying, and an introduction to CAD and GIS software.

Prerequisites: MAT 125 or MAT 151 or appropriate placement test scores

**EVT 158 Fundamentals of Industrial Hygiene****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on techniques for recognizing, evaluating, and controlling health and safety hazards in the workplace. Topics include: radiation safety, noise, solvents, biological hazards, and video display terminal (VDT) hazards.

Prerequisites: EVS 110

**EVT 160 Solid and Hazardous Waste Management****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for solid and hazardous waste disposal facilities. Topics include: waste minimization, composting, recycling, and landfilling; principles and practices for storage, transport, treatment, and disposal of hazardous wastes; regulations and permits; and emerging technologies. Students provide transportation to off-campus field trips.

Prerequisites: EVS 110, and CHE 110 or CHE 121

**EVT 165 Calculations for Water Operators****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on mathematical applications for water treatment plant processes including water sources and storage, coagulation and flocculation, sedimentation, filtration, chlorination, fluoridation, and softening. Topics include applied volume, flow, and velocity; chemical dosage; loading rates; detention and retention; and pumping.

Prerequisites: EVS 110 and MAT 125 or MAT 151 or appropriate placement test scores

**EVT 166 Calculations for Wastewater Operators****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on calculations for wastewater treatment applications. Topics include: volumes, flow, and velocity; conversions; pumping and loading rates; F/M ratio; sludge age; MCRT; and efficiency.

Prerequisites: EVS 110 and MAT 125 or MAT 151 or appropriate placement test scores



**EVT 168 Radiation Safety****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on radiation safety and protection. Topics include: the interaction of radiation with matter, biological effects, types of radioactivity, dosimetry, shielding calculations, and radiation measurements.

Prerequisites: EVS 110

**EVT 170 Water and Wastewater Treatment and Analysis****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on scientific and engineering principles for water quality control. Topics include: environmental microbiology; bioremediation; microbes as indicators of pollution; and physical, chemical, and biological analysis. Students provide transportation to off-campus field trips.

Prerequisites: EVS 110, and CHE 110 or CHE 121

**EVT 171 Environmental Mountain Ecology 1****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on principles of ecology and pollutant dispersion as they pertain to mountain ecosystems, and the environmental impact of human activities on mountain ecosystems.

Prerequisites: EVT 105 and EVS 120

**EVT 172 Environmental Mountain Ecology 2****3 Credits. 1 Lecture Hour. 6 Lab Hours.**

A continuation of EVT 171. Students participate in field experience that includes a trip to the mountainous regions of the western United States. Students pay for travel-related expenses.

Prerequisites: EVT 171

Instructor Consent Required

**EVT 175 Watershed Management****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing watershed action plans. Topics include: water quality monitoring, stream bank stabilization, flood management strategies, habitat restoration, and control of combined and sanitary sewer overflow. Students provide transportation to off-campus field trips.

Prerequisites: EVT 105, and CHE 110 or CHE 121

**EVT 180 Environmental Statistics****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on statistical methods used in environmental pollution monitoring. Topics include: computer concepts and applications emphasizing environmental data.

Prerequisites: EVS 110 and MAT 125 or MAT 151 or appropriate placement test scores

**EVT 185 Supervisory Management in Environmental Fields****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on concepts and practices of management as they apply to the environmental field. Topics include: problem solving, communication skills, delegation and motivation, unions, and manager-employee relationships.

Prerequisites: EVS 110 and ( ENG 101 or ENG REQC)

**EVT 187 Materials Transportation Safety and Security****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on safety and security during the transport of hazardous substances. Topics include: Hazardous Materials Transportation Act, Resource Conservation and Recovery Act, Transportation Security Administration, aviation security, and shipping protocols. Students provide transportation to off-campus field trips.

Prerequisites: EVT 105

**EVT 191 Part-Time Cooperative Education 1: Environmental Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**EVT 192 Part-Time Cooperative Education 2: Environmental Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EVT 191

**EVT 193 Part-Time Cooperative Education 3: Environmental Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EVT 192

**EVT 194 Part-Time Cooperative Education 4: Environmental Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EVT 193

**EVT 195 Part-Time Cooperative Education 5: Environmental Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EVT 194

**EVT 196 Part-Time Cooperative Education 6: Environmental Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EVT 195

**EVT 198 First Year Special Topics in Environmental Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Environmental Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**EVT 199 First Year Independent Project in Environmental Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Environmental Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Environmental Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**EVT 210 Industrial Waste Treatment****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on the responsibilities of the industrial wastewater treatment plant operator. Topics include: the activated sludge process, physical-chemical treatment, instrumentation, industrial waste monitoring, waste treatment processes, and maintenance.

Prerequisites: EVT 170

**EVT 215 Utilities Safety and Security****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on the safety and security of the utility systems in the United States in the event of natural disasters or terrorist or wartime attack. Topics include: protection of drinking water systems, wastewater treatment systems, and energy supplies.

Prerequisites: EVT 170

**EVT 220 Air Pollution Control****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on monitoring permitting and control of air releases. Topics include: air quality management, health and environmental effects, indoor air pollution, pollen and mold counts, control and sampling equipment, stack testing, and data analysis. Students provide transportation to off-campus field trips.

Prerequisites: EVT 150

**EVT 225 Environmental Mapping****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on mapping and resource inventory for the environmental field. Topics include: map projections, world coordinates, watershed delineation, GIS data analysis and queries, and remote sensing. Students use conventional surveying and GPS equipment for data collection, and computer mapping CAD and GIS software for data analysis.

Prerequisites: EVT 155

**EVT 230 Treatment Technologies****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on principles and applications of mainstream treatment technologies used to prevent, monitor, and control pollution from industries and government facilities. Topics include: physical, chemical, thermal, and biological treatment methods. Students provide transportation to off-campus field trips.

Prerequisites: EVT 170

**EVT 235 Stormwater Management****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on the infrastructure of stormwater control. Topics include: surface water hydrology, historical development of drainage control, FEMA and local flood design criteria and control methods, storm sewers, open channel, culvert conveyance, detention systems and calculations, and post-construction BMPs.

Prerequisites: EVT 225 and EVT 240

**EVT 237 Environmental Impact of Weapons of Mass Destruction****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on understanding weapons of mass destruction and recovery following an attack. Topics include: chemical and biological warfare agents; radiation dispersal devices; and detection, decontamination, and disposal of these agents. Students provide transportation to off-campus field trips.

Prerequisites: EVT 105 and EVT 170

**EVT 240 Fluid Mechanics****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on engineering properties of fluids including kinematics and dynamics, fluid flow, buoyancy, and stability. Topics include: Bernoulli's equation and the energy equation; Reynold's number; energy losses; and series, parallel, and open channel flow.

Prerequisites: MAT 126 or MAT 152 or appropriate placement test score

**EVT 245 Operation of Water Treatment Plants****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on efficient operation of water treatment plants that helps students prepare for certification exams. Topics include: proper installation, inspection, operation, maintenance, repair, and management of water treatment plants; corrosion control; control of trihalomethanes; and water sample analysis.

Prerequisites: EVT 165

**EVT 246 Operation of Wastewater Treatment Plants****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on efficient operation of wastewater treatment plants that helps students prepare for certification exams. Topics include: start-up, daily operations, interpretation of lab results, and possible approaches to solving operational problems.

Prerequisites: EVT 166

**EVT 247 Advanced Sampling and Analysis****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on sampling equipment and methods used to evaluate hazards after natural disasters. Topics include: equipment and instruments used to detect biological and chemical warfare agents. Students provide transportation to off-campus field trips.

Prerequisites: EVT 105 and EVT 170

**EVT 250 Water Collection and Distribution Systems****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on operating and controlling water delivery and wastewater collection systems. Topics include: gravity and pumped lines; storage and holding tanks; pumps; system monitoring, repair, and rehabilitation; water system depressurization; backflow prevention; metering; sewer overflows; and gaseous buildup.

Prerequisites: EVT 240

**EVT 255 Stormwater Control Technologies**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on best practices in stormwater management including design, installation, construction, and maintenance. Topics include: porous pavements, subsurface infiltration, bioretention basins, wetlands, soil bioengineering, and cost effectiveness of methods. Students provide transportation to off-campus field trips.  
 Prerequisites: EVT 225

**EVT 257 Environmental Risk Assessment**  
**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course that utilizes risk assessment methods to evaluate and manage danger in the event of chemical, biological, or radiological exposure. Topics include: operational risk management approaches, and understanding toxicological values. Students provide transportation to off-campus field trips.  
 Prerequisites: EVT 160 and EVT 220

**EVT 291 Full-Time Cooperative Education 1: Environmental Engineering Technology**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: None

**EVT 292 Full-Time Cooperative Education 2: Environmental Engineering Technology**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: EVT 291

**EVT 293 Full-Time Cooperative Education 3: Environmental Engineering Technology**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: EVT 292

**EVT 294 Internship 1: Environmental Engineering Technology**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: CIT 190

**EVT 295 Internship 2: Environmental Engineering Technology**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: EVT 294

**EVT 298 Second Year Special Topics in Environmental Engineering Technology**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Environmental Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**EVT 299 Second Year Independent Project in Environmental Engineering Technology**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Environmental Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Environmental Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## FIN

### Courses

**FIN 100 Personal Finance**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on coordinated and realistic personal financial planning. Topics include: budgeting and tax planning, managing liquidity, personal loans, purchasing cars and homes, insurance and investing principles, and retirement and estate planning.

Prerequisites: None

**FIN 120 Risk and Insurance**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of risk management and insurance for enterprises and individuals. Topics include: fundamentals of life, health, property, and liability insurance; and enterprise risk management for businesses.

Prerequisites: None

**FIN 150 Business Finance**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of financing business firms. Topics include: financial statement analysis, time value of money, management of cash flow, risk and return, and short and long-term sources of financing.

Prerequisites: ACC 101

**FIN 175 Retirement and Employee Benefit Planning**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on developing retirement plans and employee benefit plans. Topics include: legislation that affects plan design; tax advantages and disadvantages of various retirement plans; and Social Security, Medicare, and employer-sponsored health and welfare plans.

Prerequisites: FIN 100

**FIN 185 Estate Planning**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on techniques for taxation avoidance or minimization used in planning a client's estate. Topics include: wills, trusts, gifting, titling of accounts, the probate process, and taxation of estates.

Prerequisites: FIN 100

**FIN 191 Part-Time Cooperative Education 1: Finance****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**FIN 192 Part-Time Cooperative Education 2: Finance****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FIN 191

**FIN 193 Part-Time Cooperative Education 3: Finance****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FIN 192

**FIN 194 Part-Time Cooperative Education 4: Finance****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FIN 193

**FIN 195 Part-Time Cooperative Education 5: Finance****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FIN 194

**FIN 196 Part-Time Cooperative Education 6: Finance****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FIN 195

**FIN 198 First Year Special Topics in Finance****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Finance, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**FIN 199 First Year Independent Project in Finance****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Finance that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Finance faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**FIN 200 Investments****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on securities and the markets in which they are traded, and sources of financial information. Topics include: features and characteristics of financial instruments such as money market instruments, stocks, bonds, international securities, options, and futures contracts.

Prerequisites: FIN 150

**FIN 290 Financial Planning Capstone****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students apply knowledge and skills gained through the Financial Services degree or Financial Planning Certificate by analyzing case studies and creating a comprehensive financial plan.

Prerequisites: FIN 120, FIN 175, ACC 175, FIN 200

**FIN 291 Full-Time Cooperative Education 1: Finance****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**FIN 292 Full-Time Cooperative Education 2: Finance****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FIN 291

**FIN 293 Full-Time Cooperative Education 3: Finance****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FIN 292

**FIN 298 Second Year Special Topics in Finance****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Finance, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**FIN 299 Second Year Independent Project in Finance****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Finance that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Finance faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**FRN**

## Courses

### FRN 101 Elementary French 1

**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on French language and culture that provides the foundation for understanding, speaking, reading, and writing French.

Prerequisites: None

### FRN 102 Elementary French 2

**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of FRN 101. Topics include: developing skills in understanding, speaking, reading, and writing French.

Prerequisites: FRN 101

### FRN 198 First Year Special Topics in French

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to French, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### FRN 199 First Year Independent Project in French

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to French that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by French faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

### FRN 201 Intermediate French 1

**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of FRN 102. Topics include: developing fluency in French grammar and syntax through reading short literary pieces, composition, and conversation.

Prerequisites: FRN 102

### FRN 202 Intermediate French 2

**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of FRN 201. Topics include: developing additional skills and fluency in French through reading short literary pieces, composition, and conversation.

Prerequisites: FRN 201

### FRN 298 Second Year Special Topics in French

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to French, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### FRN 299 Second Year Independent Project in French

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to French that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by French faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## FST

## Courses

### FST 103 Evolution of the Fire Service

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the growth of the fire service from its creation through the 21st century. Topics include: changes in suppression methods, building codes, and rescue techniques; administrative philosophies; and personnel behaviors.

Prerequisites: None

### FST 105 Firefighter Physical Preparedness

**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on preparing individuals for the rigors of firefighting, including balanced physical conditioning that incorporates all basic factors of fitness.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

Instructor Consent Required

### FST 107 Home Safety

**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on identifying common hazards that place individuals and families at risk for injury and/or crisis. Topics include: home, fire, and child safety; health hazards; severe weather safety; and driving and water safety.

Prerequisites: None

### FST 108 Emotional Preparedness for Public Safety Professionals

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on dealing with emotions and stresses that result from caring for the sick, injured, and dying. Topics include: concepts and techniques from the fields of sociology, philosophy, religion, and health education.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

### FST 110 Portable Fire Extinguishers

**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on fundamentals of fire and fire extinguishing. Topics include: elements that support a fire, and using equipment to efficiently extinguish Class A, B, and C type fires.

Prerequisites: None

### FST 116 Fire Apparatus and Equipment Maintenance

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on operating, maintaining, and repairing internal combustion engines. Topics include: small gas power engines used in the fire service, daily inspections of fire apparatus and equipment, and pre- and post-run inspections of vehicles.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

### FST 120 Fire Behavior and Combustion

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on theories and fundamentals of how and why fires start and spread, and how fires are controlled. Topics include: the chemistry of fire, combustion and heat transfer, stages of fire growth, toxic gases and smoke, and extinguishing agents.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores



**FST 121 Fire Investigation 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of proper fire scene interpretations. Topics include: recognizing origin location and cause, preserving evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

Prerequisites: None

**FST 123 Principles of Emergency Services****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fire protection as an industry. Topics include: philosophy and history of fire services, fire departments as part of local government, protection systems, regulations and laws, and introductory fire ground strategy and tactics.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**FST 124 Fire and Emergency Services Administration****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on organization and management of a fire department. Topics include: the relationship of government agencies to the fire service, fire and emergency services, and ethics and leadership from the perspective of the company officer.

Prerequisites: FST 123

**FST 126 Fire Protection Systems****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on design and operation of fire alarm systems. Topics include: water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**FST 129 Fire Prevention****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamental concepts of fire prevention. Topics include: history, philosophy, organization, and operation of a fire prevention bureau; use and application of codes and standards; plan review; fire inspections; fire and life safety education; and fire investigation.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**FST 130 Volunteer Firefighter****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A course on fundamentals for the volunteer firefighter, using the Ohio Department of Public Safety objectives for volunteer firefighter certification. Topics include: safety, fire behavior, personal protective equipment, ventilation, tools, ground ladders, water supply, and overhaul.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**FST 131 Firefighter Professional 1****6 Credits. 4 Lecture Hours. 6 Lab Hours.**

A course covering NFPA 1001 Firefighter 1 and 2 objectives. Topics include: ladders, personal protection clothing, self-contained breathing apparatus (SCBA), fire extinguishers, search and rescue, ropes and knots, and hoses and nozzles. Students must successfully complete FST 131 and FST 132, and earn a passing score on the state firefighter exam to obtain Ohio Firefighter II certification.

Prerequisites: AFL 085 and AFM 092, and instructor consent  
Instructor Consent Required**FST 132 Firefighter Professional 2****5 Credits. 3 Lecture Hours. 6 Lab Hours.**

A continuation of FST 131, covering NFPA 1001 Firefighter 1 and 2 objectives. Topics include: fire streams and foam, auto extrication, fire control, fire protection systems, and pre-incident surveys. Students must earn a passing score on the state firefighter exam to obtain Ohio Firefighter II certification. PROBOARD accreditation is available for interested students.

Prerequisites: FST 131

Instructor Consent Required

**FST 133 Firefighter 1 Transition****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course for volunteer firefighters seeking the Firefighter 1 level, using the Ohio Department of Public Safety objectives for volunteer-to-Firefighter 1 certification. Topics include: safety, hoses and streams, fire extinguishers, ladders, ropes, ventilation, forcible entry, and live fire training.

Prerequisites: FST 130

**FST 136 Emergency Vehicle Operator****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on safe driving practices while responding in emergency vehicles. Topics include: techniques for safe operation, post-collision analysis, and unsafe practices during emergency response. Students must have a valid driver's license.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

Instructor Consent Required

**FST 141 Firefighter 1****7 Credits. 4 Lecture Hours. 6 Lab Hours.**

A course covering NFPA 1001 Firefighter 1 objectives. Topics include: ladders, personal protection clothing, SCBA, fire extinguishers, search and rescue, ropes and knots, and hoses and nozzles. Students must successfully complete a state test to obtain Ohio Firefighter certification. PROBOARD accreditation is available for interested students.

Prerequisites: FST 100

**FST 142 Firefighter 2****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A continuation of FST 141, covering NFPA 1001 Firefighter 2 objectives. Topics include: fire streams and foam, auto extrication, fire control, fire protection systems, and pre-incident surveys. Students must successfully complete a state test to obtain Ohio Firefighter certification. PROBOARD accreditation is available for interested students.

Prerequisites: FST 141

**FST 145 Career Firefighter 1 & 2****11 Credits. 7 Lecture Hours. 12 Lab Hours.**

A course covering NFPA 1001 Firefighter 1 and 2 objectives. Topics include ladders, personal protective clothing and equipment, fire extinguishers, search and rescue, fire streams, foam, fire control and auto extraction. PROBOARD accreditation is available for interested students. Students must pass the state test before Firefighter certification is awarded.

Prerequisites: FST 100

**FST 153 Fire Service Technology Blueprint Reading****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on reading computer-generated drawings used in fire services. Topics include: interpreting architectural and civil engineering symbols and abbreviations; and understanding civil, architectural, electrical, mechanical, and fire protection drawings.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**FST 158 Fire Alarm Basics****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of fire alarm systems. Topics include: system components, operation and application of systems, building codes, and regulatory standards.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**FST 161 Fire Officer 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on preparing for the role of company officer, using NFPA 1021 Fire Officers Professional Qualifications Level 1 objectives. Topics include: human resource management, community and government relations, inspections, investigations, emergency service delivery, and safety. This course is delivered in an online format.

Prerequisites: FST 142

**FST 162 Fire Officer 2****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of FST 161, using standards defined for NFPA 1021 Fire Officers Professional Qualifications Level 2. This course is delivered in an online format.

Prerequisites: FST 161

**FST 163 Fire Officer 3****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of FST 162, using standards defined for NFPA 1021 Fire Officers Professional Qualifications Level 3. This course is delivered in an online format.

Prerequisites: FST 162

**FST 164 Occupational Health and Safety for Emergency Services****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on basic concepts of occupational health and safety related to emergency service organizations. Topics include: risk and hazard evaluation, and control procedures.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**FST 198 First Year Special Topics in Fire Service Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Fire Service Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**FST 199 First Year Independent Project in Fire Service Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Fire Service Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Fire Service Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**FST 210 Crew Resource Management****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on effects of human error during fire ground operations, using concepts from commercial aviation that apply to fire services. Topics include: communication, teamwork, situational awareness, critical decision making, and decreasing injuries and deaths during firefighting. This course is delivered in an online format.

Prerequisites: FST 142 or FST 145

**FST 218 Wildfire Behavior and Suppression****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on knowledge and skills needed to extinguish wildfires. Topics include: factors affecting the start and spread of wildfires, and recognizing potentially hazardous situations.

Prerequisites: FST 100

**FST 222 Fire Investigation 2****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of FST 121. Topics include: rules and laws, fire scene analysis, fire behavior, evidence preservation, documentation, case preparation, and courtroom testimony.

Prerequisites: FST 121

**FST 223 Principles of Fire and Emergency Services Safety and Survival****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the history and basic principles of the national firefighter life safety initiatives, focusing on the need for cultural change throughout the emergency services.

Prerequisites: FST 142 or FST 145

**FST 225 Fire Protection Hydraulics and Water Supply****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on understanding principles of water for fire protection, and understanding principles of hydraulics used to analyze and overcome challenges of applying sufficient water for fire suppression.

Prerequisites: FST 142

**FST 226 Building Construction for Fire Protection****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on building construction in relation to firefighting and life safety. Topics include: elements of construction and design, building inspection factors, pre-planning fire operations, and safe operations during emergencies.

Prerequisites: FST 141

**FST 228 Legal Aspects of the Emergency Services****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on legal issues related to emergency services. Topics include: the American legal system; recent court decisions, events, and statutes; Americans with Disabilities Act; Family Medical Leave Act; Fair Labor Standards Act; and HIPAA.

Prerequisites: FST 100

**FST 229 Strategies and Tactics for Fire Suppression****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on principles of fire ground control using personnel, equipment, pre-incident planning, and extinguishing agents.

Prerequisites: FST 142

**FST 236 Fire Apparatus Operator****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on theory and operation of engines and pumpers used in firefighting. Topics include: equipment operation; troubleshooting; and demonstration and practice of fire ground water flow scenarios.

Prerequisites: FST 142 or FST 145

**FST 258 Rapid Assistance and Self-Rescue Operations****2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on saving your own life or saving lives of other firefighters. Topics include: MAYDAY, fire ground safety, communications, self awareness, rapid entry team preparedness, and survival techniques. Prerequisites: FST 142

**FST 265 Fire Service Instructor****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on techniques for teaching adult learners knowledge and skills required for the Fire Services field, using NFPA 1041 Instructor 1 and 2 objectives. Topics include: domains of learning, learning outcomes and objectives, classroom preparedness, student safety, and legal obligations. Students must have five years experience as a firefighter.

Prerequisites: FST 142 and Instructor consent  
Instructor Consent Required

**FST 268 Fire Safety Inspector****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fire safety inspection procedures and responsibilities, using NFPA 1031 objectives. Students who are members of an Ohio Fire Department may take the state exam for Fire Safety Inspector at the end of the course.

Prerequisites: FST 142

**FST 294 Internship 1: Fire Service Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in an unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: FST 142 or FST 145 (minimum grade C for either)  
Instructor Consent Required

**FST 298 Second Year Special Topics in Fire Service Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Fire Service Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**FST 299 Second Year Independent Projects in Fire Service Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Fire Service Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Fire Service Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## FYE

### Courses

**FYE 100 College Survival Skills****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

An orientation to making a successful transition to college life. Topics include: study skills, time and financial management, netiquette, critical thinking, academic planning, goal setting, diversity, and campus resources. Students must complete one FYE course within the first 12 credits at Cincinnati State.

Prerequisites: College placement test scores must meet standard for placement into ENG 101

**FYE 105 College Success Strategies****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

An orientation to college life with community building activities. Topics include: study skills; time, stress, and financial management; personal health and wellness; critical thinking; academic and financial planning; goal setting; campus resources; diversity; netiquette; emotional intelligence and interpersonal communication. Students must complete one FYE course within the first 12 credits at Cincinnati State.

Prerequisites: None

**FYE 110 Community College Experience****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A comprehensive orientation to college life with community building activities. Topics include: study skills; time, stress, and financial management; budgeting; personal health and wellness; critical thinking and emotional intelligence; educational and career planning; goal setting; campus resources; diversity; interpersonal communication; and netiquette. Students must complete one FYE course within the first 12 credits at Cincinnati State.

Prerequisites: None

**FYE 198 First Year Special Topics in First Year Experience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to First Year Experience, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**FYE 199 First Year Independent Project in First Year Experience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to First Year Experience that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by First Year Experience faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**FYE 298 Second Year Special Topics in First Year Experience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to First Year Experience, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**FYE 299 Second Year Independent Project in First Year Experience****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to First Year Experience that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by First Year Experience faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## GAC

### Courses

**GAC 198 First Year Special Topics in Geriatric Activity Coordinator****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Geriatric Activity Coordinator, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**GAC 199 First Year Independent Project in Geriatric Activity Coordinator****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Geriatric Activity Coordinator that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Geriatric Activity Coordinator faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

**GAC 298 Second Year Special Topics in Geriatric Activity Coordinator****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Geriatric Activity Coordinator, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: None

**GAC 299 Second Year Independent Project in Geriatric Activity Coordinator****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Geriatric Activity Coordinator that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Geriatric Activity Coordinator faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

## GEO

### Courses

**GEO 105 World Regional Geography: the Americas, Europe, and 3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of characteristics and differences of major world regions. Topics include: cultural, economic, political, historical and physical characteristics of North America, Latin America, Europe, Russia, the Baltic States, and Australia/New Zealand.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**GEO 110 World Regional Geography: Asia, Africa, and the Middle East****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of characteristics and differences of major world regions. Topics include: cultural, economic, political, historical, and physical characteristics of Asia and Africa, including the Middle East and Afghanistan.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**GEO 115 Cultural Geography****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of diverse human customs and world patterns of culture. Topics include: ethnicity, population practices, territoriality, the seeking of security and nourishment, resource use, and the commonalities among peoples.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**GEO 198 First Year Special Topics in Geography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Geography, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

**GEO 199 First Year Independent Project in Geography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Geography that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Geography faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

**GEO 298 Second Year Special Topics in Geography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Geography, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

**GEO 299 Second Year Independent Project in Geography****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Geography that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Geography faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

## GIT

### Courses

**GIT 100 Introduction to Graphic Imaging Technology****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on evaluating printing processes. Topics include: lithography, flexography, screen, gravure, and digital-on-demand presses for print media; packaging options for advertising processes such as metal can, corrugated, and plastic packaging; and digital-on-demand presses for packaging.

Prerequisites: None

**GIT 105 Ink and Substrates****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on physical characteristics, manufacturing processes, and print industry uses for ink and paper. Topics include: how ink components affect color, drying properties of ink, printing substrates, and cost factors related to ink and paper choices.

Prerequisites: None

**GIT 115 Adobe InDesign****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on using Adobe InDesign software to create and publish documents for print, web, or mobile devices. Topics include: master pages, styles, images, print production, optimized PDF files, and variable data.

Prerequisites: None



**GIT 120 Digital Photography and Imaging****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on producing quality images with digital cameras. Topics include: lighting; color balance; exposure; retouching; and reproducing images for uses including web, digital output devices, and printing presses.

Prerequisites: None

**GIT 130 Letterpress Printing****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to traditional methods of letterpress printing using a Heidelberg Platen press and a proofing press. Topics include: history of printing, basic typography, design and printing techniques using lead and hot metal type, and hand-carving linoleum blocks to make custom artwork.

Prerequisites: None

**GIT 191 Part-Time Cooperative Education 1: Graphic Imaging Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**GIT 192 Part-Time Cooperative Education 2: Graphic Imaging Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GIT 191

**GIT 193 Part-Time Cooperative Education 3: Graphic Imaging Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GIT 192

**GIT 194 Part-Time Cooperative Education 4: Graphic Imaging Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GIT 193

**GIT 195 Part-Time Cooperative Education 5: Graphic Imaging Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GIT 194

**GIT 196 Part-Time Cooperative Education 6: Graphic Imaging Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GIT 195

**GIT 198 First Year Special Topics in Graphic Imaging Technology 1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Graphics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**GIT 199 First Year Independent Project in Graphic Imaging Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Graphics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Graphics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**GIT 200 Digital Imaging and Publishing****3 Credits. 1 Lecture Hour. 6 Lab Hours.**

A course on digital printing and output methods. Topics include: digital print processes and equipment, variable data fundamentals, database applications, and emerging technologies. Students must attend tours of companies using current printing and publishing technologies.

Prerequisites: GIT 100 and GRD 110

**GIT 215 Applied 2D Graphics: Graphic Imaging Technology 3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on using page layout, vector, and image editing software applications for high-end production processes. Topics include: file construction, resolution of files and devices, trapping techniques, retouching, preflighting, color separations, profiling, color correction, variable data, and proofing.

Prerequisites: GIT 115 and GRD 110

**GIT 220 Screen Printing****3 Credits. 1 Lecture Hour. 6 Lab Hours.**

A course on fundamentals of operating manual and semi-automatic screen printing presses. Topics include: file preparation, frames, mesh, emulsions, inks and additives, and printing on varied substrates and odd-shaped objects.

Prerequisites: GIT 100 and GRD 110



**GIT 230 Print Media Workflow****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on determining printing job costs, emphasizing paper used in sheet-fed offset and flexographic printing. Topics include: cost factors, computer-assisted estimation and scheduling, file processing in a color-managed environment, and web-based job tracking.

Prerequisites: GIT 100 and GIT 105

**GIT 240 Flexographic Printing Methods****3 Credits. 1 Lecture Hour. 6 Lab Hours.**

A course on fundamental principles and practices of the flexographic printing industry. Topics include: artwork preparation, prepress, plates and platemaking, inks, substrates, tooling, presswork, and finishing operations unique to flexography.

Prerequisites: GIT 100 and GRD 110

**GIT 250 Offset Printing Methods****3 Credits. 1 Lecture Hour. 6 Lab Hours.**

A course on high quality sheet-fed and web-fed offset printing and digital high-volume printing. Topics include: color consistency, controlling dot gain and slur, plugging halftones, maintaining ink and dampening systems, and using quality control production devices.

Prerequisites: GIT 200

**GIT 255 Graphic Imaging Production Processes****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on preparing art for professional printing processes. Topics include: survey of print processes such as lithography, flexography, gravure, and screen printing; file construction; design considerations; and standards for evaluating printed materials.

Prerequisites: GRD 215 and GRD 230

**GIT 290 Graphic Imaging Technology Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Students complete activities that demonstrate their knowledge of concepts and techniques in Graphic Imaging Technology.

Prerequisites: Graphic Imaging Technology Program Chair consent, and minimum 2.5 GPA  
Instructor Consent Required

**GIT 291 Full-Time Cooperative Education 1: Graphic Imaging Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**GIT 292 Full-Time Cooperative Education 2: Graphic Imaging Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GIT 291

**GIT 293 Full-Time Cooperative Education 3: Graphic Imaging Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GIT 292

**GIT 298 Second Year Special Topics in Graphic Imaging Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Graphics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**GIT 299 Second Year Independent Project in Graphic Imaging Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Graphics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Graphics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## GRD

### Courses

**GRD 110 Beginning 2D Graphics****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

An introduction to concepts and techniques for digital design. Topics include: vector-based and raster-based graphics, emphasizing color and composition.

Prerequisites: MID 110 and ART 125 (minimum grade C for both)

**GRD 150 Design Concepts: Typography****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the use of typography as a design element in short-form and long-form applications. Topics include: typography as image, and anatomy of type.

Prerequisites: GRD 110, ENG 101 or ENG REQC (minimum grade C for both)

**GRD 191 Part-Time Cooperative Education 1: Graphic Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**GRD 192 Part-Time Cooperative Education 2: Graphic Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 191

**GRD 193 Part-Time Cooperative Education 3: Graphic Design  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 192

**GRD 194 Part-Time Cooperative Education 4: Graphic Design  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 193

**GRD 195 Part-Time Cooperative Education 5: Graphic Design  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 194

**GRD 196 Part-Time Cooperative Education 6: Graphic Design  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 195

**GRD 198 First Year Special Topics in Graphic Design  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Graphic Design, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**GRD 199 First Year Independent Project in Graphic Design  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Graphic Design that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Graphic Design faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**GRD 200 Graphic Design Portfolio Review  
1 Credit. 1 Lecture Hour. 0 Lab Hour.**

An assessment of skills required to enter upper-level courses in the Graphic Design program, including a technical skills exam and presenting a portfolio to a panel of evaluators. Students receive grades of Satisfactory or Unsatisfactory, and must pass the course to be eligible for cooperative education assignments. Those who do not pass may make one additional attempt.

Prerequisites: Graphic Design Program Chair consent  
Instructor Consent Required

**GRD 210 Applied 2D Graphics: Audio/Video Production  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of GRD 110, focusing on creating 2D graphics for use in on-screen video applications.

Prerequisites: GRD 110 (minimum grade C)

**GRD 215 Applied 2D Graphics: GRD  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of GRD 110, focusing on creating 2D graphics for print and graphic design applications.

Prerequisites: GRD 110 (minimum grade C)

**GRD 220 Applied 2D Graphics: Web Design  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of GRD 110, focusing on creating 2D graphics for Web and multimedia applications.

Prerequisites: GRD 110, WEB 111 (minimum grade C for both)

**GRD 230 Brand Identity Development  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the development of strong brand identity concepts and materials for products and organizations. Topics include: analyzing existing brands, creating new brand identities, and developing brand standards manuals.

Prerequisites: GRD 200

**GRD 240 Packaging Design  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on 2D design for product packaging. Topics include: analyzing audiences, creating basic die lines, and ensuring design continuity from surface to surface.

Prerequisites: GRD 200, GRD 215

**GRD 250 User Interface Design and Implementation  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on designing and implementing the interface for web and mobile products, using Adobe Muse and WordPress software.

Prerequisites: GRD 110 and WEB 111

**GRD 260 3D Visualization  
5 Credits. 3 Lecture Hours. 4 Lab Hours.**

An introduction to 3D concepts and skills using Maya software.

Topics include: polygon, NURBS, and subdivision surface modeling; texturing; animation; lighting; rendering; interaction of soft and rigid body solvers; dynamics; and manipulation of 3D attributes using nodes and connections.

Prerequisites: GRD 200

**GRD 285 Graphic Design Independent Final Project  
3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Qualified students work individually or with an approved team from concept to completion on a graphic design project, and present the results to reviewers. Topic and outline must be presented to a jury of instructors, and approved prior to course registration. Students who do not successfully complete the course may make one additional attempt.

Prerequisites: Graphic Design Program Chair consent, and minimum 3.0 GPA

Instructor Consent Required

**GRD 290 Graphic Design Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Qualified students work in structured teams to develop graphic design deliverables for an external client, and present the results to reviewers. Activities include audience, client, and market analysis; and all phases of production of materials. Students who do not successfully complete the course may make one additional attempt.

Prerequisites: Graphic Design Program Chair consent, and minimum 2.5 GPA

Instructor Consent Required

**GRD 291 Full-Time Cooperative Education 1: Graphic Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**GRD 292 Full-Time Cooperative Education 2: Graphic Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 291

**GRD 293 Full-Time Cooperative Education 3: Graphic Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 292

**GRD 294 Internship 1: Graphic Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MID 190, GRD 200

**GRD 295 Internship 2: Graphic Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: GRD 294

**GRD 298 Second Year Special Topics in Graphic Design****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Graphic Design, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**GRD 299 Second Year Independent Project in Graphic Design****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Graphic Design that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Graphic Design faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

# HFT

## Courses

**HFT 116 Pilates Mat Instructor****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course that prepares students for the National Pilates Mat Certification Examination. Topics include: history and principles of Pilates, levels of exercises, safety guidelines, instructional concepts, and modifications for special populations.

Prerequisites: Must be admitted to the Pilates Mat Instructor Certificate program

**HFT 118 Yoga Teacher Training 1****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course that prepares students for National Yoga Alliance Certification. Topics include: building a personal practice, instructional concepts, safety guidelines, modifications for special populations, physical anatomy, and yoga techniques and practices.

Prerequisites: Must be admitted to the Yoga Teacher Training Certificate program

**HFT 119 Yoga Teacher Training 2****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A continuation of HFT 118 that prepares students for National Yoga Alliance Certification. Topics include: guidelines, modifications for special populations, anatomy, and yoga techniques and practices.

Prerequisites: HFT 118 and HFT 184

**HFT 122 Group Fitness Instructor****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course that prepares students for the National Group Fitness Instructor Examination. Topics include: communication skills, instructional concepts, effective exercise design, choreography, safety guidelines, and modifications for special populations.

Prerequisites: Must be admitted to the Group Fitness Instructor Certificate program

**HFT 124 Resistance Training Instructor****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on theories and guidelines for designing safe, effective, and efficient resistance training programs. Topics include: evaluation of biomechanical, physiologic, and genetic factors affecting strength and muscle tissue gain.

Prerequisites: Must be admitted to the Resistance Training Certificate

**HFT 128 Aquatic Group Fitness Instructor****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on aquatic exercise principles, techniques, and group instruction skills for students pursuing aquatic group fitness instructor certification. Topics include: anatomy and physiology of aquatic exercise, effects of water on the body, movement analysis, and class formats.

Prerequisites: Must be admitted to the Aquatic Group Fitness Instructor Certificate program

**HFT 130 Foundations of Health and Wellness Programs****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on developing fitness and wellness programs for individuals and groups, emphasizing disease prevention and health promotion. Topics include: fitness testing for each fitness component, behavior modification, nutrition, stress management, addictions, sexually transmitted disease, and chronic disease.

Prerequisites: AFL 085 and AFM 092 (minimum grade C for both), or appropriate placement test scores

**HFT 151 Personal Fitness Trainer 1****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on techniques used in the personal training fitness field. Topics include: the body's response to exercise, screening and consultation guidelines, dietary principles, and communication and documentation.

Prerequisites: AFL 085 and AFM 092 (minimum grade C for both) or appropriate placement test scores, and must be admitted to the Personal Fitness Trainer Certificate program

**HFT 152 Personal Fitness Trainer 2****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A continuation of HFT 151 that prepares students for the National Certified Personal Trainer Exam. Topics include: applying exercise principles, using therapeutic exercise, working with special populations, understanding legal issues, and analyzing and evaluating fitness techniques.

Prerequisites: HFT 151 (minimum grade C)

**HFT 156 Establishing a Personal Training Business****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on strategies for promoting personal training services and establishing a client base. Topics include: using resources to build a client base, applying sales processes, networking, analyzing needs, and handling objections.

Prerequisites: HFT 151 (minimum grade C)

**HFT 160 Aquatic Personal Trainer****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course for experienced personal trainers who want to enter the aquatic fitness field. Topics include: effects of water properties on exercise programming, monitoring exercise intensity in aquatic environments, and aquatic exercise formats.

Prerequisites: Must be admitted to the Aquatic Personal Trainer Certificate program

**HFT 164 Health and Fitness Across the Life Span 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the impact of exercise on quality of life for older adults and those with chronic health conditions/diseases. Topics include: American College of Sports Medicine guidelines for testing and exercise prescription, and the effects of the aging process and chronic conditions on exercise performance and fitness program development.

Prerequisites: HFT 130, and must be admitted to the Health and Fitness Special Populations Certificate program

**HFT 168 Health and Fitness Across the Life Span 2****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the national guidelines for youth fitness/physical activity and exercise programming throughout a woman's life stages. Topics include program design; childhood obesity; the role of school, family, and community in youth fitness; cultural and gender differences affecting fitness; and women's life stages (adolescence, prenatal, menopause) and conditions that affect exercise.

Prerequisites: HFT 130

Instructor Consent Required

**HFT 180 Pilates Mat Practicum****2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Students apply Pilates knowledge and skills in a health and fitness setting by observing and assisting in Pilates Mat classes taught by a certified Pilates instructor.

Prerequisites: Must be admitted to the Pilates Mat Instructor Certificate program

**HFT 182 Personal Fitness Trainer Practicum****2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Students apply personal fitness training knowledge and skills in a health and fitness setting by observing and assisting with classes taught by a professional personal fitness trainer.

Prerequisites: HFT 151 (minimum grade C)

**HFT 184 Yoga Internship 1****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

Students apply yoga knowledge and skills in a practice setting by observing and assisting in classes taught by a certified Yoga Instructor.

Prerequisites: Must be admitted to the Yoga Teacher Training Certificate program

**HFT 185 Yoga Internship 2****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

Students apply yoga knowledge and skills in a practice setting by observing and assisting in classes taught by a certified Yoga Instructor.

Prerequisites: HFT 118 and HFT 184

**HFT 198 First Year Special Topics in Health and Fitness Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health and Fitness Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: AFL 085 and AFM 092 (minimum grade C) or AFM 090 (minimum grade C), or appropriate placement test score

**HFT 199 First Year Independent Project in Health and Fitness Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Health and Fitness Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health and Fitness Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**HFT 250 Exercise Physiology****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on the human body's response and adaptations to exercise and physical training. Topics include: the influence of exercise on body systems, optimal physiological adaptations for improving fitness and performance, and testing and programming related to exercise and fitness.

Prerequisites: BIO 151 and ENG 101 and HFT 130 and MAT 105 (minimum grade C for all)

Instructor Consent Required

**HFT 251 Corrective Exercise Specialist****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course that prepares experienced fitness trainers/instructors to successfully prevent injuries and recondition clients of all levels, and to take the National Academy of Sports Medicine Corrective Exercise Specialist exam. Topics include: fundamentals of corrective exercise, and developing and implementing integrated strategies to improve common movement impairments.

Prerequisites: Currently enrolled in HFT 152, or earned Cincinnati State certificate in Personal Fitness Trainer or Group Fitness Instructor, or have a comparable current national accreditation or certification

Instructor Consent Required



**HFT 255 Anatomical Kinesiology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of human anatomy and motion as they relate to physical activity and skill performance. Topics include: the function of the skeletal, muscle, and nervous systems in generation and maintenance of human movement.

Prerequisites: HFT 130

**HFT 260 Health and Fitness Program Design****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on skills for identifying, assessing, designing, promoting, implementing, and evaluating programs for health and fitness in various settings. Topics include: needs assessment, funding, marketing, and using tools for evaluating program outcomes.

Prerequisites: HFT 250 (minimum grade C)

**HFT 294 Internship: Health and Fitness Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in an unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HFT 250 and EMS 100 (minimum grade C for both), and instructor consent

Instructor Consent Required

**HFT 298 Second Year Special Topics in Health and Fitness Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health and Fitness Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**HFT 299 Second Year Independent Project in Health and Fitness Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Health and Fitness Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health and Fitness Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## HIM

### Courses

**HIM 100 Introduction to Health Information Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on key concepts of the health information management profession and health care documentation. Topics include: function, maintenance, storage, and processing of health records; and accreditation/regulatory requirements for health record documentation in acute and specialized care settings.

Prerequisites: BIO 100 or BIO 111, and CHE 100 or CHE 110 (minimum grade C for all) or high school or college-level Biology and Chemistry within the past 7 years with a minimum grade of C, and instructor consent

Instructor Consent Required

**HIM 105 Legal Aspects of Health Information Management****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the health record as a legal document. Topics include: Health Insurance Portability and Accountability Act (HIPAA) regulations, release of information procedures, legal requirements for health record documentation, risk management, and physician credentialing.

Prerequisites: BIO 100 or BIO 111, and CHE 100 or CHE 110 (minimum grade C for all)

Ohio Transfer Assurance Guide Approved

**HIM 110 Healthcare Quality Management and Data Analysis****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of quality improvement and data analytics in healthcare. Topics include: quality improvement activities and processes, healthcare data analysis and presentation, and calculation of healthcare statistics.

Prerequisites: HIM 100 and IM 120 and MAT 131 (minimum grade C for all)

**HIM 115 Clinical Abstracting of Health Data****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on abstracting supportive data used to validate diagnoses, and applying procedures used to create clinical databases. Topics include: analyzing and interpreting documentation, pharmacotherapy, establishing medical necessity for common laboratory and radiology tests, and Uniform Hospital Discharge Data Set (UHDDS) guidelines.

Prerequisites: BIO 151 and HIM 100 (minimum grade C for both)

**HIM 120 Health Information Technology Systems****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of healthcare information systems, with a focus on the electronic health record. Topics include: health information security, and data exchange standards.

Prerequisites: HIM 105 (minimum grade C)

**HIM 125 CPT Coding****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of the Current Procedural Terminology (CPT) coding system used to identify medical services and procedures performed by physicians. Topics include: coding for surgical procedures, radiology, pathology, laboratory, evaluation and management services, and anesthesiology; and modifiers and HCPCS Level II codes.

Prerequisites: BIO 152, HIM 115 (minimum grade C for both)

**HIM 130 International Classification of Diseases (ICD) Coding****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on principles of the ICD classification system for disease and procedure coding, including revision of the ICD to meet federal regulations. Topics include: coding for diseases and procedures associated with all body systems, coding to identify external causes of morbidity, health status factors, contact with health services, and preparing for entry-level certification exams.

Prerequisites: BIO 152 and HIM 115

**HIM 135 Pharmacology for Health Information Management****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on health information related to drug therapy. Topics include: principles of drug therapy, drug classes and schedules, modes of administration, and indications and adverse effects for the major drug classes.

Prerequisites: BIO 152 and MCH 104



**HIM 191 Part-Time Cooperative Education 1: Health Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HIM 100 (minimum grade C)

Instructor Consent Required

**HIM 198 First Year Special Topics in Health Information Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**HIM 199 First Year Independent Project in Health Information Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Health Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**HIM 200 Health Information Management Strategies****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamental principles of healthcare management and project management. Topics include: skills and methods for effective management of people, budgets, and projects; and roles of teams and committees.

Prerequisites: HIM 210 and HIM 215 (minimum grade C for both)

**HIM 210 Healthcare Reimbursement Methodologies****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on reimbursement systems for healthcare services. Topics include: CMS 1500, UB-04, inpatient and outpatient prospective payment systems, Resource Based Relative Value Scale (RBRVS), and compliance monitoring.

Prerequisites: HIM 130 (minimum grade C)

Ohio Transfer Assurance Guide Approved

**HIM 215 Advanced Medical Coding****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on advanced principles of medical coding. Topics include: medical documentation concepts, code assignment, Diagnostic Related Groups (DRG), and Ambulatory Payment Classifications (APC).

Prerequisites: HIM 130 (minimum grade C)

**HIM 220 Health Information Management Certification Exam Review****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

Students review theory and practice in health information management to prepare for the national certification examination.

Prerequisites: HIM 210 and HIM 215 (minimum grade C for both)

**HIM 225 Current Procedural Terminology (CPT) Coding****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of the Current Procedural Terminology (CPT) coding system used to identify medical services and procedures performed by physicians. Topics include: coding for surgical procedures, radiology, pathology, anesthesiology, and laboratory, evaluation, and management services; and modifiers and Healthcare Procedure Coding System (HCPCS) Level II Codes.

Prerequisites: BIO 152

**HIM 280 Health Information Management Professional Practice****1 Credit. 0 Lecture Hour. 7 Lab Hours.**

Students observe and participate in the operational functions of a community health information management department or specialized health information management work setting. Students also apply health information management principles to complete on-campus assignments and projects.

Prerequisites: HIM 110 and HIM 120 and HIM 130 (minimum grade C for all)

**HIM 291 Full-time Cooperative Education 1: Health Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HIM 100 (minimum grade C)

Instructor Consent Required

**HIM 298 Second Year Special Topics in Health Information Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**HIM 299 Second Year Independent Project in Health Information Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Health Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

## HIT

### Courses

**HIT 100 Language and Culture of Healthcare****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on key elements of the U.S. healthcare system. Topics include: basic operations; in-patient, ambulatory, and mental health services; government influence on healthcare delivery; roles of healthcare professionals; and legal and ethical aspects of healthcare.

Prerequisites: AFL 085 or appropriate placement test score

**HIT 105 Information Technology Systems in Healthcare****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the use and value of information system technology in healthcare settings. Topics include: choosing and implementing health IT systems, clinical care delivery, and tracking and reporting healthcare delivery outcomes.

Prerequisites: HIT 100

**HIT 191 Part-time Co-op 1: HIT****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HIT 100 (minimum grade C)

Instructor Consent Required

**HIT 192 Part-time Co-op 2: HIT****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HIT 191

Instructor Consent Required

**HIT 198 First Year Special Topics in Health Information Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health Information Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**HIT 199 First Year Independent Project in Health Information Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Health Information Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health Information Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**HIT 210 Healthcare Reimbursement****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the history and use of healthcare reimbursement systems. Topics include: current structure and future directions for private and public healthcare reimbursement systems, and the computer systems and business processes involved in healthcare reimbursement.

Prerequisites: HIT 105

**HIT 215 Healthcare Programming****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on basic theory of healthcare information system integration. Topics include: designing, coding, implementing and supporting HL7 transactions, and the value of health information system integration within an organization and across disparate organizations.

Prerequisites: HIT 105

**HIT 220 Health Information Technology in the Continuum of Care****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on health information systems in non-hospital healthcare settings. Topics include: integrating and exchanging patient information across care settings, using health information to improve patient care and public health outcomes, and protecting health information security and integrity.

Prerequisites: HIT 105

**HIT 225 Data Mining****3 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques of data mining, the computer-assisted process of evaluating sets of data to find previously undiscovered patterns, draw conclusions, and make decisions based on those patterns.

Prerequisites: IT 112, MAT 131

**HIT 291 Full-Time Cooperative Education 1: Health Information Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HIT 105, IT 111, BPA 130, CIT 190 (minimum grade C for all)

**HIT 292 Full-Time Cooperative Education 2: Health Information Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HIT 291

**HIT 294 Internship: Health Information Technology****1 Credit. 0 Lecture Hour. 20 Lab Hours.**

Students participate in an unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IT 111 and HIT 210 and IT 101

**HIT 298 Second Year Special Topics in Health Information Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health Information Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**HIT 299 Second Year Independent Project in Health Information Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Health Information Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Health Information Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**HNR**

## Courses

### **HNR 100 Orientation to Honors**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course required for students admitted to the Honors Experience.

Prerequisites: Admitted to the Honors Experience or instructor consent  
Instructor Consent Required

### **HNR 198 First Year Special Topics in Honors Program**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Honors Program, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### **HNR 199 First Year Independent Project in Honors Program**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Honors Program that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Honors Program faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

### **HNR 298 Second Year Special Topics in Honors Program**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Honors Program, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### **HNR 299 Second Year Independent Project in Honors Program**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Honors Program that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Honors Program faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## HRM

### Courses

#### **HRM 100 Hospitality Careers**

**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

An introduction to the hospitality industry. Topics include: history, structure, and trends of the hospitality industry; career opportunities; and preparation for cooperative education experience.

Prerequisites: AFL 085 or appropriate placement test score

#### **HRM 105 Food Service Sanitation**

**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on sanitation and safety in the food service industry. Students complete the ServSafe certification exam as part of this course.

Prerequisites: AFL 085 or appropriate placement test score

#### **HRM 110 Food and Beverage Cost Control**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on food service cost control systems. Topics include: food, beverage, and labor cost control; sales control; and profit and loss analysis.

Prerequisites: AFM 092 or appropriate placement test score

#### **HRM 115 Rooms Division Management**

**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on rooms division management and operations. Topics include: operating procedures for performing the hotel audit; registration and reservations; hotel rates; posting charges and credits; housekeeping and sanitation; and security.

Prerequisites: HRM 100

#### **HRM 130 Food and Beverage Division Management**

**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques for food and beverage management and operations. Topics include: leadership and supervision, operating procedures, and internal and external marketing of food and beverage services.

Prerequisites: HRM 105 and (ENG 101 or ENQ REQC)

#### **HRM 135 Event, Meeting, and Convention Management**

**4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques for effective management of special events. Topics include: event planning, sales processes within catering operations, and negotiating sales and catering contracts.

Prerequisites: HRM 115 and HRM 130

#### **HRM 191 Part-Time Cooperative Education 1: Hospitality Management**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester.

Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 100 and co op coordinator consent

Instructor Consent Required

#### **HRM 192 Part-Time Cooperative Education 2: Hospitality Management**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester.

Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 191

#### **HRM 193 Part-Time Cooperative Education 3: Hospitality Management**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester.

Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 192

#### **HRM 194 Part-Time Cooperative Education 4: Hospitality Management**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester.

Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 193

**HRM 195 Part-Time Cooperative Education 5: Hospitality Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: HRM 194

**HRM 196 Part-Time Cooperative Education 6: Hospitality Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: HRM 195

**HRM 198 First Year Special Topics in Hospitality Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Hospitality Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

**HRM 199 First Year Independent Project in Hospitality Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Hospitality Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Hospitality Management faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

**HRM 291 Full-Time Cooperative Education 1: Hospitality Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: HRM 100 and co op coordinator consent  
Instructor Consent Required

**HRM 292 Full-Time Cooperative Education 2: Hospitality Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: HRM 291

**HRM 293 Full-Time Cooperative Education 3: Hospitality Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: HRM 292

**HRM 298 Second Year Special Topics in Hospitality Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Hospitality Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Vary by section

**HRM 299 Second Year Independent Project in Hospitality Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Hospitality Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Hospitality Management faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Vary by section

## HST

### Courses

**HST 101 World History: First Civilizations to 1500****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of world history from the first civilizations until the modern era. Topics include: the first civilizations of China, India, the Americas, Europe, Greece, Asia, and Africa.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**HST 102 World History: 1500 to Present****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of world history from the modern era until the present. Topics include: creation of a world market, Europe transformed, Muslim Empire, new world order, modernization, imperialism, crises of the 20th century, and World War II and its aftermath.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**HST 111 American History: Early Settlers to 1877****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of the formative years of the Republic from Colonial America through 1877. Topics include: early settlements, independence, slavery, expansion west, the Civil War, and Reconstruction.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**HST 112 American History: 1877 to Present****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of U.S. history from the end of Reconstruction until the present. Topics include: expansion, the Gilded Age, the Progressive Era, World War I, the Great Depression, World War II, the Cold War, and the 1960s.  
Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved



**HST 121 African American History: Origins to 1877****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the African American experience. Topics include: origins in Africa, the Atlantic slave trade, North American slavery, the Civil War, emancipation, and post-Civil War reconstruction.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

**HST 122 African American History: 1877 to Present****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the African American experience after 1877. Topics include: legal, social, and economic restrictions and struggle for equality; racial intolerance; the Civil Rights Movement; and contemporary realities of race.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

**HST 130 History of Africa****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on major developments in African history from the 15th century to the present. Topics include: the Atlantic slave world, colonization, contemporary sub-Saharan Africa, nationalism, independence movements, and developing nations.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

**HST 140 History of Cincinnati****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the political, social, economic, and cultural development of Cincinnati, from the city's founding to the present. Topics include: the German heritage, the role of a river city, industrialization, and the city's contributions to U.S. history and culture.

Prerequisites: AFL 085 or appropriate placement test score

**HST 161 Western Civilization: Origins to 1648****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A survey of major historical developments in western civilization from pre-history to the early modern era. Topics include Near Eastern, Greek and Roman populations, the Middle Ages, and the formation of monarchies in Western Europe.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

**HST 162 Western Civilization: 1648 to Present****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A survey of major historical developments in western civilization from the early modern era in Europe to the present. Topics include religious wars; industrialization; urbanization; and world politics including World War I and World War II, the Cold War, and the rise of competing political and economic systems.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

**HST 198 First Year Special Topics in History****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to History, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**HST 199 First Year Independent Project in History****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to History that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by History faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**HST 298 Second Year Special Topics in History****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to History, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**HST 299 Second Year Independent Project in History****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to History that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by History faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## HUM

### Courses

**HUM 190 Career Exploration Seminar: Associate of Arts and Sciences****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

Students seeking an Associate of Arts or Associate of Sciences degree assess their life experience, skills, and interests, and carry out a variety of structured activities (including directed reading and writing assignments) in order to set realistic career goals. Students should complete this course during their second academic semester.

Prerequisites: AFL 085 or appropriate placement test score

**HUM 191 Part-Time Cooperative Education 1: Associate of Arts and Sciences****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 190

**HUM 192 Part-Time Cooperative Education 2: Associate of Arts and Sciences****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 191



**HUM 194 Part-Time Career Education Project 1: Associate of Arts and Sciences****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree complete their first individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 190 and coordinator consent  
Instructor Consent Required

**HUM 195 Part-Time Career Education Project 2: Associate of Arts and Sciences****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree complete their second individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 194 and coordinator consent  
Instructor Consent Required

**HUM 198 First Year Special Topics in Humanities and Sciences****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Humanities and Sciences, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**HUM 199 First Year Independent Project in Humanities and Sciences****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Humanities and Sciences that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Humanities and Sciences faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**HUM 291 Full-Time Cooperative Education 1: Associate of Arts and Sciences****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 190

**HUM 292 Full-Time Cooperative Education 2: Assoc****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 291

**HUM 294 Internship: Associate of Arts and Sciences****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree participate in an unpaid field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 190

**HUM 296 Full-Time Career Education Project: Associate of Arts and Sciences****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an Associate of Arts or Associate of Sciences degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HUM 190 and coordinator consent  
Instructor Consent Required

**HUM 298 Second Year Special Topics in Humanities and Sciences****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Humanities and Sciences, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**HUM 299 Second Year Independent Project in Humanities and Sciences****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Humanities and Sciences that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Humanities and Sciences faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## IM

### Courses

**IM 100 Computer Literacy****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on fundamental concepts and skills for using computers.

Prerequisites: None

**IM 105 Keyboarding Skills****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on fundamental techniques for building keyboarding speed and formatting documents. Students must achieve a minimum speed of 15 words per minute to pass the course.

Prerequisites: None

**IM 106 Introductory Electronic Word Processing: Microsoft Word****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on fundamental practical applications of Microsoft Word software. Topics include: creating and formatting documents, tables, and reports.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

**IM 107 Introductory Electronic Presentations: Microsoft PowerPoint****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on fundamentals of developing effective slide presentations using Microsoft Office PowerPoint software. Topics include: creating and editing presentations with pictures, and adding media and animation.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

**IM 108 Introductory Electronic Spreadsheets: Microsoft Excel****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on fundamental techniques for using Microsoft Office Excel software. Topics include: constructing worksheets, writing formulas, using functions, and creating graphs.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**IM 109 Introductory Database Management: Microsoft Access****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on fundamental practical applications of Microsoft Office Access software. Topics include: developing tables, queries, and reports; working in datasheet and design view; and maintaining database files.

Prerequisites: AFL 085 or appropriate placement test score

**IM 111 Computer Applications 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental skills for using workplace software applications. Topics include: Microsoft Office applications for word processing (MS Word), spreadsheets (MS Excel), database management (MS Access), and presentations (MS PowerPoint); the MS Windows operating system; using the internet; and file storage.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed or higher

**IM 112 Computer Applications 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of IM 111, emphasizing development of advanced skills using workplace software applications for word processing, spreadsheets, database management, and presentations.

Prerequisites: IM 111

**IM 115 Administrative Office Procedures and Practices****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental concepts and skills required to perform office administration duties and activities.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

**IM 120 Electronic Spreadsheets: Microsoft Excel****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for using Microsoft Office Excel spreadsheet software. Topics include: constructing worksheets, writing formulas, constructing macros, and using spreadsheets with databases.

Prerequisites: AFL 085 and AFM 092 or appropriate placement test score

**IM 130 Electronic Word Processing: Microsoft Word****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for word processing using Microsoft Office Word software. Topics include: developing letters and reports, using mail merge, and designing forms.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

**IM 135 Business Document Formatting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on composing, editing, and formatting professional business documents using appropriate business communication methods.

Prerequisites: IM 130 and 40 wpm keyboarding speed or higher

**IM 140 Electronic Database Management: Microsoft Access****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on concepts and skills for using Microsoft Office Access database management software. Topics include: designing, customizing, and maintaining database files; and integrating database files with other software applications.

Prerequisites: IM 111 or IM 130

**IM 145 Document Proofreading and Editing****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on using editing and proofreading skills to produce documents that are correct, complete, concise, coherent, clear, and courteous.

Prerequisites: IM 105 or 20 wpm keyboarding speed and (ENG 101 or ENG REQC)

**IM 150 Electronic Presentations: Microsoft PowerPoint****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on skills for developing effective slide presentations using Microsoft Office PowerPoint software.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

**IM 155 Emerging Technologies and Social Media****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on using Web tools and social media in the workplace.

Topics include: Microsoft Office OneNote, speech recognition, digital cameras, scanners, tablets, Web communication including blogs and podcasts, and establishing brand identity through social media.

Prerequisites: IM 111 or IM 130

**IM 160 Electronic Publications: Microsoft Publisher****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on skills for preparing professional documents that combine text and images using Microsoft Publisher software.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 or 20 wpm keyboarding speed

**IM 165 Legal Office Environment****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on legal concepts and the structure of law firms as applicable to paralegals and other support staff. Topics include: legal terminology, court systems and procedures, administrative functions, and ethics and professionalism.

Prerequisites: AFL 085 or appropriate placement test score

**IM 170 Electronic Project Management: Microsoft Project****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on skills for creating project plans and schedules using Microsoft Project software. Topics include: communicating project information, assigning and tracking resources and costs, tracking progress, and sharing project information with people and with other software applications.

Prerequisites: IM 130

**IM 191 Part-Time Cooperative Education 1: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**IM 192 Part-Time Cooperative Education 2: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 191

**IM 193 Part-Time Cooperative Education 3: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 192

**IM 194 Part-Time Cooperative Education 4: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 193

**IM 195 Part-Time Cooperative Education 5: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 194

**IM 196 Part-Time Cooperative Education 6: Information Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 195

**IM 198 First Year Special Topics in Information Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**IM 199 First Year Independent Project in Information Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**IM 200 Information Systems for Managers****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on foundation concepts related to use of information systems such as the internet, e-mail, spreadsheet software, and database software.

Prerequisites: AFL 085 or appropriate placement test score, and IM 105 20 wpm keyboarding speed

**IM 225 Legal Transcription and Formatting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on preparing and transcribing a variety of legal documents for litigation, probate, and family law practices. Topics include: legal terminology, attention to detail, and proofreading.

Prerequisites: IM 135 and IM 165 (minimum grade C for both)

**IM 260 Medical Administrative Procedures****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on skills for appropriately operating any computerized billing and scheduling software used in medical offices. Topics include: terminology, gathering patient information, and entering transactions. Students complete case studies using billing/scheduling software.

Prerequisites: IM 115 and IM 130 and MCH 102

**IM 290 Administrative Assistant Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Students seeking the Administrative Assistant associate degree complete projects that demonstrate proficiency in integrated use of workplace software applications, as well as proficiency in techniques for research and communication.

Prerequisites: IM 120, IM 130, IM 140, and IM 145 (minimum grade C for all)

**IM 291 Full-Time Cooperative Education 1: Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**IM 292 Full-Time Cooperative Education 2: Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 291

**IM 293 Full-Time Cooperative Education 3: Information Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: IM 292

**IM 298 Second Year Special Topics in Information Management 1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Information Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**IM 299 Second Year Independent Project in Information Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Information Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Information Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## IT

### Courses

**IT 100 Computer Programming Foundations****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental concepts related to programming. Topics include: problem solving and developmental tools, design techniques such as flow charting and pseudo coding, and testing techniques used in programming.

Prerequisites: AFL 085 and AFM 092 or appropriate placement test scores

**IT 101 .NET Programming 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

An introduction to concepts of object-oriented software development using Visual Basic .NET. Topics include: application design methods, stages of software development, interaction with the .NET framework, and modular programming concepts utilizing procedures and functions.

Prerequisites: AFL 085 and AFM 092, or equivalent placement test scores

**IT 102 .NET Programming 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of IT 101. Topics include: object-oriented design and implementation using the .NET framework, developing class modules, and accessing and writing to external data storage and databases using ADO.NET and SQL.

Prerequisites: IT 101 and IT 111

**IT 103 .NET Programming 3****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of IT 102. Topics include: creating, debugging, and maintaining web-based database applications using the .NET framework.

Prerequisites: IT 102 and IT 111

**IT 105 Information Technology Concepts****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on information technology fundamentals. Topics include: the internet, software, hardware, input/output (I/O) and storage, operating systems, communications and networks, database management, security, system development, programming, enterprise computing, and numbering systems. The course is delivered through online instruction only.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**IT 110 HTML with CSS and JavaScript****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on internet programming using HTML, CSS, and JavaScript. Topics include: HTML commands, cascading style sheets, JavaScript commands, web applications (apps), and dynamic web pages.

Prerequisites: None

**IT 111 Database Design and SQL 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamentals of relational database design and implementation using Microsoft SQL Server. Topics include: SQL Enterprise Manager, fundamentals of database design and normalization, data import and export, Structured Query Language (SQL), indexes and keys, views, and stored procedures.

Prerequisites: AFL 085 and AFM 092, or appropriate placement test scores

**IT 112 Database Design and SQL 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of IT 111. Topics include: advanced stored procedures using transact SQL, user defined functions, triggers, user defined data types, full text searching, replication, database maintenance plans, and designing data models from abstract requirements.

Prerequisites: IT 111 (minimum grade C)

**IT 115 Operating Systems Administration 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the Windows operating system used on PCs. Topics include Windows utilization and management, utilities, managing disks, disaster recovery, troubleshooting, user management, productivity tools, and performance issues. This course prepares students for a Microsoft Certification exam.

Prerequisites: AFL 085 or appropriate placement test score

**IT 116 Operating Systems Administration 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of IT 115. Topics include: managing software problems; managing virtualization; and client configuration, development, deployment, and security. This course prepares students for a Microsoft Certification exam.

Prerequisites: IT 115

**IT 140 PHP and MySQL****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course in PHP web programming with a MySQL database. Topics include: PHP language, syntax, variables, and forms; MySQL database design; connecting to a MySQL database using PHP; inserting, editing, and deleting MySQL data using PHP; and building dynamic web pages using PHP and MySQL.

Prerequisites: IT 101 and IT 110



**IT 150 Logistics and Distribution Technology****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on technologies and software used in supply chain management for freight, air, and maritime logistics operations. Topics include: barcodes, RFID, Wi-Fi tags, logistics and inventory software, high frequency tracking, and passive/active tracking.

Prerequisites: SCM 105

**IT 161 Java Programming 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamentals of the Java programming language. Topics include: data types, variables, basic command line input/output, decisions, loops, procedures, string manipulation, arrays, object-oriented development, event programming, and database programming.

Prerequisites: IT 101

**IT 162 Java Programming 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of IT 161. Topics include: Java Server Pages (JSP) and complex database applications using Java and JSP.

Prerequisites: IT 161

**IT 210 System Design and Implementation****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on methodologies and techniques of the system development life cycle. Topics include: system design, project management for IT, system implementation, programming design, and system testing techniques.

Prerequisites: BPA 130

**IT 215 Scripting****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on task automation and configuration management using Microsoft PowerShell programming language. Topics include: modifying existing PowerShell scripts, and creating new scripts to automate common tasks.

Prerequisites: NETB 155

**IT 220 Emerging Topics in Computer Software Development****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on current topics related to Computer Software Development such as data reporting, XML, and other new concerns.

Prerequisites: IT 101, IT 110, IT 111

## ITP

### Courses

**ITP 101 Beginning American Sign Language 1****3 Credits. 3 Lecture Hours. 1 Lab Hour.**

An introductory course on American Sign Language. Topics include: ASL vocabulary, Deaf culture, ASL grammatical features, and beginning ASL conversational comprehensive and expressive skills.

Prerequisites: None

**ITP 102 Beginning American Sign Language 2****3 Credits. 3 Lecture Hours. 1 Lab Hour.**

A continuation of ITP 101. Topics include: continued development of ASL vocabulary, Deaf cultural aspects, grammatical features, and beginning conversational comprehensive and expressive skills.

Prerequisites: ITP 101 (minimum grade C)

**ITP 120 Psychosocial Aspects of Deafness****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

An introductory course on psychosocial aspects of Deafness. Topics include: language, norms of behavior, values, and traditions within Deafness; and the evolution of the view of Deaf people from a pathological to a cultural perspective.

Prerequisites: None

**ITP 125 Deaf Culture and History****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

An introductory course on the unique characteristics influencing Deaf people throughout the past hundred years, and the achievements and accomplishments of Deaf individuals in various professional fields.

Prerequisites: None

**ITP 130 Legal Issues of Deafness****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on the legal rights of the Deaf and people with other disabilities, and the social service organizations and other agencies that serve the Deaf population.

Prerequisites: None

**ITP 135 Introduction to the Interpreting Profession****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course offering a framework for understanding the field of interpreting. Topics include: role of the interpreter in various settings, the interpreting process, physical factors, language variations, and the Code of Professional Conduct.

Prerequisites: None

**ITP 140 Fingerspelling and Numbers****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course providing intensive practice in comprehension and production of fingerspelled words and numbers, with emphasis on clarity and accuracy.

Prerequisites: ITP 101 (minimum grade C) or ITP Program Chair consent

**ITP 191 ITP Limited Practicum 1****1 Credit. 1 Lecture Hour. 3 Lab Hours.**

Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 250

**ITP 192 ITP Limited Practicum 2****1 Credit. 1 Lecture Hour. 3 Lab Hours.**

A continuation of ITP 191. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 191

**ITP 193 ITP Limited Practicum 3****1 Credit. 1 Lecture Hour. 3 Lab Hours.**

A continuation of ITP 192. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 192



**ITP 194 ITP Limited Practicum 4****1 Credit. 1 Lecture Hour. 3 Lab Hours.**

A continuation of ITP 193. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 193

**ITP 195 ITP Limited Practicum 5****1 Credit. 1 Lecture Hour. 3 Lab Hours.**

A continuation of ITP 194. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 194

**ITP 196 ITP Limited Practicum 6****1 Credit. 1 Lecture Hour. 3 Lab Hours.**

A continuation of ITP 195. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 195

**ITP 198 First Year Special Topics in Interpreter Training****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Interpreter Training, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ITP 199 First Year Independent Project in Interpreter Training****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Interpreter Training that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Interpreter Training faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ITP 201 Intermediate American Sign Language 1****3 Credits. 3 Lecture Hours. 1 Lab Hour.**

A course on developing and practicing receptive and expressive skills for acquiring ASL targeted vocabulary and grammatical features. Topics include: improving ASL skills by visual comprehension, signing, writing with gloss system, and using basic expressive and receptive skills in laboratory/class settings.

Prerequisites: ITP 102 (minimum grade C)

**ITP 202 Intermediate American Sign Language 2****3 Credits. 3 Lecture Hours. 1 Lab Hour.**

A continuation of ITP 201. Topics include: higher level skills in major grammatical features of ASL and additional practice of receptive skills using prepared dialogues as well as numbers.

Prerequisites: ITP 201 (minimum grade C)

**ITP 205 Performance Interpreting****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on interpreting for theatre and other performance art venues. Topics include: vocabulary and skill building, and script translation.

Prerequisites: ITP 201 (minimum grade C)

**ITP 210 Deaf-Blind Interpreting****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the skills, protocols, and techniques necessary to communicate with, interpret for, and guide individuals who are Deaf-Blind.

Prerequisites: ITP 201 (minimum grade C)

**ITP 215 Religious Interpreting****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on interpreting in religious settings. Topics include: religious signs and their relationships to various religious settings.

Prerequisites: ITP 201 (minimum grade C)

**ITP 220 Educational Interpreting****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on interpreting in educational settings. Topics include: the educational setting, the code of professional conduct, inservicing, and the IEP process. The Ohio Department of Education's Interpreter Guidelines are included in the curriculum.

Prerequisites: ITP 201 (minimum grade C)

**ITP 225 Vocabulary Building****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course reviewing sign vocabulary already learned as well as introduction of new vocabulary in order to scaffold the student's sign vocabulary base. Topics include: ASL structure, appropriate sign parameters, and conceptual accuracy.

Prerequisites: ITP 201 (minimum grade C)

**ITP 230 Intermediate Assessment****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on reviewing and teaching ASL vocabulary and structure, culminating in the Intermediate Assessment. Students receive a course grade of Satisfactory or Unsatisfactory.

Prerequisites: ITP 201 (minimum grade C)

**ITP 250 Interactive Interpreting****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theoretical strategies and practice in interpreting simultaneously between spoken English and American Sign Language. Topics include: applying components of the Demand-Control schema, and applying advanced interpreting techniques. Students must pass this class as a prerequisite to practicum experience.

Prerequisites: ITP 202 (minimum grade C) and ITP 230

**ITP 251 Advanced American Sign Language 1****3 Credits. 3 Lecture Hours. 1 Lab Hour.**

A course on advanced ASL communication skills, vocabulary, and grammatical features. Topics include: advanced practice and development of expressive and receptive skills in American Sign Language.

Prerequisites: ITP 202 (minimum grade C) and ITP 230

**ITP 252 Advanced American Sign Language 2****3 Credits. 3 Lecture Hours. 1 Lab Hour.**

A continuation of ITP 251. Topics include: advanced level vocabulary building and grammatical features improvement, and applying native-like signing into American Sign Language production.

Prerequisites: ITP 251 (minimum grade C)

**ITP 261 Advanced Interpreting 1: Sign to Voice**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles and strategies of interpreting from American Sign Language into spoken and written English equivalents. Topics include: the technical and mental processes involved in ASL-to-English interpretation simultaneously and consecutively using the Cononomos and Gish Models.

Prerequisites: ITP 202 (minimum grade C) and ITP 230

**ITP 262 Advanced Interpreting 2: Sign to Voice**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A continuation of ITP 261. Topics include: signing with live models and unknown material.

Prerequisites: ITP 261 (minimum 80% on Voicing Evaluation)

**ITP 265 Interpreting in Specialized Settings**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on specialized vocabulary used in advanced interpreting settings. Topics include: vocabulary related to mental health, social work, and legal interpreting settings.

Prerequisites: ITP 202 (minimum grade C) and ITP 230

**ITP 270 Transliterating****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on transmitting spoken English into English-based sign language. Topics include: initialized signs and other English-related communication systems.

Prerequisites: ITP 202 (minimum grade C) and ITP 230

**ITP 275 Interpreting in Medical Settings**  
**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on applying interpreting/transliterating skills in medical settings. Topics include: development of discourse analysis, expressive and receptive skills production, feedback on interpreting skills in this specialized setting, development of specialized vocabulary, and application of the Demand-Control schema.

Prerequisites: ITP 202 (minimum grade C) and ITP 230

**ITP 280 Interpreter Professionalism****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the professional components of becoming a sign language interpreter. Topics include: resume building; and appropriate conduct in the workplace, in interviews, and online.

Prerequisites: ITP 251 (minimum grade C)

**ITP 291 ITP Parallel Practicum 1****2 Credits. 2 Lecture Hours. 5 Lab Hours.**

Students spend five hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 250

**ITP 292 ITP Parallel Practicum 2****2 Credits. 2 Lecture Hours. 5 Lab Hours.**

A continuation of ITP 291. Students spend five hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 291

**ITP 293 ITP Parallel Practicum 3****2 Credits. 2 Lecture Hours. 5 Lab Hours.**

A continuation of ITP 292. Students spend five hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 292

**ITP 294 Educational Interpreting Practicum****2 Credits. 2 Lecture Hours. 5 Lab Hours.**

Students spend 100 hours during the semester in a K-12 setting completing supervised observations of a working interpreter and practice in the role of an educational interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 192 or ITP 291 or ITP 295

**ITP 295 ITP General Practicum 1****3 Credits. 2 Lecture Hours. 10 Lab Hours.**

Students spend ten hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 250

**ITP 296 ITP General Practicum 2****3 Credits. 2 Lecture Hours. 10 Lab Hours.**

A continuation of ITP 295. Students spend ten hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.

Prerequisites: ITP 295

**ITP 298 Second Year Special Topics in Interpreter Training****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Interpreter Training, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**ITP 299 Second Year Independent Project in Interpreter Training****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Interpreter Training that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Interpreter Training faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## LAW

### Courses

**LAW 101 Business Law****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the legal environment in which businesses operate. Prerequisites: AFL 080 or appropriate placement test score  
Ohio Transfer Assurance Guide Approved

**LAW 110 Employment Law****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on major federal laws regarding employment rights, and responsibilities of the employer and employee. Topics include: public policy and processes related to hiring, work environment, and resignation and termination; and recent trends in employment law. Prerequisites: AFL 080 or appropriate placement test score

**LAW 120 Legal Research and Writing**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on concepts and techniques for conducting legal research and composing legal documents. Topics include: research purposes and uses; citation procedure and format; computer research tools including LEXIS; and writing materials such as briefs, pleadings, memorandums, motions, and discovery documents. Students must attend field trips and work with a law clinic offering services to clients. Prerequisites: LAW 101, and AFL 085 or appropriate placement test score

**LAW 130 Family and Probate Law**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and processes of family and probate law. Topics include: marriage, dissolution, divorce, and prenuptial agreements; child custody, visitation, and support; adoption and guardianship; juvenile law; and trusts and estate administration. Prerequisites: AFL 085 and LAW 101

**LAW 140 Copyright and Trademark Law in Entertainment Industries**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and processes used to protect intellectual property in entertainment industries. Topics include: representing creative talent; business and personality interests; licensing; copyright; and legal concerns in music publishing, sound recording, literary publishing, and film and television. Prerequisites: LAW 101

**LAW 150 Bankruptcy, Debt Collection and Secured Transactions**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the bankruptcy code and the bankruptcy process from debtor and creditor perspectives. Topics include: filing Chapter 7, 13, and 11 bankruptcies; individual and business liquidation and reorganization plans; and secured transactions including mortgages and other liens. Prerequisites: LAW 101

**LAW 160 Administrative Law Practices and Procedures**  
**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on forms, procedures, and case management methods used in administrative agencies. Topics include: intake, claim filing, processing, and handling appeals to Social Security, Unemployment, Worker's Compensation and other State and Federal agencies. Students must attend field trips and work with a law clinic offering services to clients. Prerequisites: LAW 101

**LAW 191 Part-Time Cooperative Education 1: Legal Assistant**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: BUS 190

**LAW 192 Part-Time Cooperative Education 2: Legal Assistant**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: LAW 191

**LAW 193 Part-Time Cooperative Education 3: Legal Assistant**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: LAW 192

**LAW 194 Part-Time Cooperative Education 4: Legal Assistant**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: LAW 193

**LAW 195 Part-Time Cooperative Education 5: Legal Assistant**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: LAW 194

**LAW 196 Part-Time Cooperative Education 6: Legal Assistant**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: LAW 195

**LAW 198 First Year Special Topics in Law**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Law, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: Vary by section

**LAW 199 First Year Independent Project in Law**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Law that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Law faculty. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: Vary by section

**LAW 210 Litigation**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on concepts and processes of criminal and civil litigation. Topics include: parties to lawsuits, pleadings, motion practice, Federal Rules of Civil and Criminal Procedure, Federal Rules of Evidence, discovery, trial judgments, and alternative dispute resolution. Students must attend field trips and work with a law clinic offering services to clients. Prerequisites: LAW 101

**LAW 290 Paralegal Capstone**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students use knowledge and skills gained in previous courses to complete a project related to the duties of the paralegal. Prerequisites: IM 225 and LAW 120 (minimum grade C for both)

**LAW 291 Full-Time Cooperative Education 1: Legal Assistant  
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**LAW 292 Full-Time Cooperative Education 2: Legal Assistant  
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 291

**LAW 293 Full-Time Cooperative Education 3: Legal Assistant  
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 292

**LAW 298 Second Year Special Topics in Law  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Law, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LAW 299 Second Year Independent Project in Law  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Law that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Law faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## LBR

### Courses

**LBR 105 Introduction to Labor and Employee Relations  
3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of the historical, legal and structural status of management and labor in unionized and non-union environments in the public and private sectors. Topics include: labor history, modern labor federations, union organizing and certification, contract negotiation and administration, grievance and arbitration, and analysis of current labor issues.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

**LBR 198 First Year Special Topics in Labor Relations  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Labor Relations, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LBR 199 First Year Independent Project in Labor Relations  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Labor Relations that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Labor Relations faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**LBR 298 Second Year Special Topics in Labor Relations  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Labor Relations, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LBR 299 Second Year Independent Project in Labor Relations  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Labor Relations that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Labor Relations faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## LDR

### Courses

**LDR 198 First Year Special Topics in Leadership  
1-9 Credits.**

A course on selected topics related to Leadership that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LDR 200 Transformational Leadership in Practice  
3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on concepts and applications of transformational leadership. Topics include: recognizing leadership traits and styles, team leadership skills, and positive peer mentoring skills. Students in this course serve as peer mentors for students beginning their college career.

Prerequisites: PSY 105 (minimum grade B)

**LDR 230 Ethical Leadership  
2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on concepts and approaches to applying ethics to leadership. Topics include: self-assessment of leadership skills, strategies for promoting ethical decision-making in varied situations, and meeting the ethical challenges of cultural diversity.

Prerequisites: PSY 105 (minimum grade B) and ENG 101 (minimum grade C)

**LDR 240 Applied Leadership Theory  
3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on applying current interdisciplinary theories of leadership to the practice of leadership. Topics include: foundational and emerging research on leadership, social identity, in-group and out-group categorization, obedience and conformity, and persuasion.

Prerequisites: PSY 105 (minimum grade B) and ENG 101 (minimum grade C)



**LDR 290 Leadership Capstone****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

Students complete a project that applies the knowledge and skills gained from previous Leadership courses and experiences.  
Prerequisites: PSY 105 (minimum grade B) and LDR 200 (minimum grade B), and LDR 240 or MKT 220 (minimum grade C for both)

**LDR 298 Second Year Special Topics in Leadership****1-9 Credits. 1-9 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Leadership, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: PSY 105 (minimum grade B)

# LH

## Courses

**LH 105 Horticulture Occupations****1 Credit. 1 Lecture Hour. 1 Lab Hour.**

An introduction to horticulture occupations in the Cincinnati region. Topics include: job levels, working conditions, abilities needed, and benefits within the horticulture industries; resume preparation; interviewing; and business etiquette for the landscaping industry.  
Prerequisites: None

**LH 110 Horticulture Science****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on plant classification, structures, physiology, and development, and the environmental conditions that affect plant growth.  
Prerequisites: AFL 085 or appropriate placement test score

**LH 115 Floral Design and Marketing****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on concepts and techniques of floral design. Topics include: floral design styles, pricing, shop management, and specialized work such as weddings and funerals. Students must attend off-campus field trips.  
Prerequisites: None

**LH 120 Soil Science and Plant Nutrition****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on physical, chemical, and biological properties of soils. Topics include: soil formation; soil conservation; and properties of soils that affect plant growth, development, and health.  
Prerequisites: AFL 085 or appropriate placement test score

**LH 125 Turfgrass Management****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on principles and practices for management of turfgrass installations. Topics include: turfgrass identification, growth, uses, and establishment; and pest control. Students must attend field trips.  
Prerequisites: AFM 092 or appropriate placement test score

**LH 130 Woody Plant Materials****3 Credits. 1 Lecture Hour. 5 Lab Hours.**

A course on woody plants grown by nurseries and found in the landscape and in naturalized settings of Ohio. Topics include: identifying the features and landscape uses of deciduous and evergreen trees, shrubs, and vines. Students must attend weekly plant walk field trips.  
Prerequisites: AFL 085 or appropriate placement test score

**LH 135 Herbaceous Plant Materials****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on annual, biennial, and non-woody plants commonly used in landscapes of the greater Cincinnati region. Topics include: identification, culture, and design uses of plants for landscapes.  
Prerequisites: AFL 085 or appropriate placement test score

**LH 140 Landscape Operations****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on equipment used for landscape activities such as planting trees and shrubs and maintaining landscaped areas. Topics include: job safety; and operations of equipment such as loaders, backhoes, tractors, and commercial mowers. Students must attend field trips.  
Prerequisites: None

**LH 145 Horticulture Mechanics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to the mechanical systems used in the landscape industry. Topics include small engine theory, operation, and repair; gasoline and diesel fuels; hydraulic power systems; and traditional and alternative electrical systems.  
Prerequisites: None

**LH 151 Landscape Design 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on landscape development for residential and small commercial sites. Topics include: the design process, proper design development, and graphics and lettering. Students must provide their own drawing tools and must attend field trips.  
Prerequisites: AFL 085 or appropriate placement test score

**LH 155 Computer-Aided Landscape Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on techniques for using computers in landscape design and contracting. Topics include: generating plot plans, planting plans, and presentation drawings.  
Prerequisites: AFL 085 or appropriate placement test score

**LH 160 Irrigation Design, Installation, and Management****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on designing, installing, and managing residential and commercial irrigation systems. Students must participate in field work.  
Prerequisites: LH 125 and LH 151

**LH 165 Landscape Construction****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on techniques and use of materials for constructing and installing landscape planting features and structures such as gardens, terraces, walls, fences, mounds, ponds, irrigation, and outdoor lighting. Students must participate in field work.  
Prerequisites: LH 151

**LH 170 From Field to Kitchen****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on edible plants, herbs, and spices and their use in culinary preparations.  
Prerequisites: None  
Instructor Consent Required

**LH 175 Interior Plantscaping****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on the use of foliage and blooming plants to enhance interior areas of buildings. Topics include: classification, culture, and design applications.  
Prerequisites: AFL 085 or appropriate placement test score



**LH 191 Part-Time Cooperative Education 1: Landscape Horticulture****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**LH 192 Part-Time Cooperative Education 2: Landscape Horticulture****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LH 191

**LH 193 Part-Time Cooperative Education 3: Landscape Horticulture****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LH 192

**LH 194 Part-Time Cooperative Education 4: Landscape Horticulture****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LH 194

**LH 195 Part-Time Cooperative Education 5: Landscape Horticulture****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LH 195

**LH 196 Part-Time Cooperative Education 6: Landscape Horticulture****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LH 195

**LH 198 First Year Special Topics in Landscape Horticulture****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Landscape Horticulture, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LH 199 First Year Independent Project in Landscape Horticulture****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Landscape Horticulture that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Landscape Horticulture faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**LH 205 Landscape Pests and Controls****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on identification, diagnosis, and control of common insect, disease, and weed pests in the landscape industry. Topics include: integrated pest management/plant health care principles, and Ohio Department of Agriculture Commercial CORE and Category 6d exams.

Prerequisites: LH 110, LH 130, and LH 135

**LH 210 Turfgrass Pests and Controls****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on identification, diagnosis, and control of common insect, disease, and weed pests of turfgrasses. Topics include: integrated pest management/plant health care principles, and Ohio Department of Agriculture Commercial CORE and Category 8 exams. Students must attend field trips.

Prerequisites: LH 110 and LH 125

**LH 215 Arboriculture****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on principles and techniques of the commercial arboriculture business. Topics include: trees and the environment; protection, diagnosis, and treatment of tree health problems; techniques for pruning, removal, and climbing; and job safety. Students must attend field trips.

Prerequisites: LH 110

**LH 225 Greenhouse Management and Plant Production****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on principles and practices for greenhouse management and plant production. Topics include: greenhouse structures and maintenance, and managing environmental conditions vital to plant growth. Students must attend field trips.

Prerequisites: LH 110 and LH 135

**LH 230 Landscape Solutions to Stormwater Management****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on using landscaping to manage stormwater and water runoff. Topics include: the ecology, design, installation, and maintenance of water management and retention systems including bioswales, green roofs, and rain gardens. Students must attend field trips.

Prerequisites: LH 110, LH 120, and LH 151

**LH 240 Landscape Management****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on principles and practices of management used in the landscape industry. Topics include: seasonal planning for landscape maintenance, contracts and specifications, cost estimating, business management, and personnel management. Students must attend field trips.

Prerequisites: AFM 092 or appropriate placement test score, LH 110, LH 120, and LH 130

**LH 245 Plants for Sustainable Landscapes****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on identification, culture, and uses of nursery-grown woody and herbaceous plants in Cincinnati-area sustainable landscapes.

Topics include: using native species appropriately, and controlling invasive species. Students must attend weekly field trips.

Prerequisites: LH 130, LH 135, and LH 151

**LH 252 Landscape Design 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on application of design theory to develop creative solutions to landscape problems. Topics include: graphic skills such as section, elevation, isometric and perspective techniques; construction plans; interaction with clients; and sales presentations. Students must attend field trips.

Prerequisites: LH 130, LH 140, and LH 151

**LH 255 Golf Course and Athletic Field Management****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on techniques for golf course and athletic field management.

Topics include: layout and construction, course/field management systems, maintenance, budgeting, record-keeping, golf-specific turf care, turfgrass selection and enhancement, practices for playability enhancement, field set-up, and renovation of existing fields. Students must attend field trips.

Prerequisites: LH 125 and instructor consent

Instructor Consent Required

**LH 265 Landscape Grading, Drainage, and Surveying****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on landscape site preparation. Topics include: site assessment, establishing grades, soil conservation and improvement, surface and sub-surface drain systems, cut-and-fill calculations, and safe operation of equipment. Students must attend field trips.

Prerequisites: AFM 092 or appropriate placement test score and LH 151

**LH 290 Sustainable Landscape Design Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Students complete a project while examining the landscape designer's role in restoring and protecting habitats. Topics include: site choice, stormwater controls, xeriscaping, criteria for LEED and other certifications, and techniques for landscape features such as green roofs and rain gardens. Students must attend field trips.

Prerequisites: LH 151, LH 155, LH 230, and LH 245

**LH 291 Full-Time Cooperative Education 1: Landscape Horticulture****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**LH 292 Full-Time Cooperative Education 2: Landscape Horticulture****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LH 291

**LH 293 Full-Time Cooperative Education 3: Landscape Horticulture****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LH 292

**LH 298 Second Year Special Topics in Landscape Horticulture****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Landscape Horticulture, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LH 299 Second Year Independent Project in Landscape Horticulture****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Landscape Horticulture that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Landscape Horticulture faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## LIT

### Courses

**LIT 198 First Year Special Topics in Literature****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Literature, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LIT 199 First Year Independent Project in Literature****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Literature that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Literature faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**LIT 200 Introduction to Literature****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on strategies for critical reading and analysis of literature using a variety of interpretive approaches.

Prerequisites: 6 credit hours of English Composition

Ohio Transfer Module Approved

**LIT 210 The Short Story****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Introduction to short fiction as a literary form, emphasizing critical reading and analysis. Works studied represent a variety of periods, styles, and cultures.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 220 Poetry****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Introduction to poetry as a literary form, emphasizing critical reading and analysis. Poems studied represent a variety of periods, styles, and cultures.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 230 Drama****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Introduction to drama as a literary form, emphasizing critical reading and analysis. Plays studied represent a variety of periods and styles. Out-of-class viewing of plays on video is required.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 240 The Novel****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Introduction to the novel as a literary form, emphasizing critical reading and analysis. Works studied represent a variety of periods, styles, and cultures.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 251 American Literature to 1865****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Chronological survey of the works of American authors from the colonial period to 1865 with discussion of the major historical and cultural issues of the times.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**LIT 252 American Literature since 1865****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Chronological survey of the works of American authors from 1865 to present with discussion of the major historical and cultural issues of the times.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**LIT 255 African American Literature****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of major themes and forms in writing by African American and Afro-Caribbean authors from slavery to the present.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 261 British Literature: Medieval Period to 1800****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Chronological survey of major works of British literature from the Medieval period to 1800 with discussion of the major historical and cultural issues of the times.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**LIT 262 British Literature: 1800 to Present****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Chronological survey of major works of British literature from the 1800s to present with discussion of the major historical and cultural issues of the times.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**LIT 265 Shakespeare****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of six to eight of Shakespeare's best-known plays, emphasizing issues facing modern interpreters of these classic works. Students view at least two plays on video in class. Additional out-of-class viewing of plays on video is required.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 270 Children's Literature****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Introduction to children's literature, emphasizing critical reading and analysis. Works studied represent a variety of genres, styles, and cultures.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 280 Science Fiction****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Introduction to themes and forms in science fiction from the late 19th century to the present, emphasizing critical reading and analysis of varied works and their cultural and technological context.

Prerequisites: 6 credit hours of English Composition  
Ohio Transfer Module Approved

**LIT 285 Women Writers****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of major themes and forms in women's writing from a variety of periods and cultures, beginning with the 18th century, and including American ethnic women.

Prerequisites: 6 credit hours of English composition  
Ohio Transfer Module Approved

**LIT 298 Second Year Special Topics in Literature****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Literature, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**LIT 299 Second Year Independent Project in Literature****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Literature that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Literature faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## MA

### Courses

**MA 100 Clinical Procedures for Medical Assistants****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on concepts and skills for assisting the physician in a clinical office setting. Topics include: infection control, patient preparation and history taking, assisting with examinations, preparing and maintaining the examination room, and assisting in medical specialty procedures and tests.

Prerequisites: Medical Assisting Program Chair consent  
Instructor Consent Required

**MA 105 Administrative Procedures for Medical Assistants****4 Credits. 2 Lecture Hours. 4 Lab Hours.**

A course on concepts and skills for assisting in administrative areas of a medical office. Topics include: receiving patients, making appointments, handling mail and telephone communication, using medical office equipment, and maintaining equipment and supplies.

Prerequisites: Medical Assisting Program Chair consent  
Instructor Consent Required

**MA 110 Medical Office Laboratory Procedures****5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on concepts and skills for acquisition of samples and assessment of various diagnostic evaluations. Topics include: using laboratory equipment; maintaining quality assurance and quality control; collecting specimens; and carrying out procedures including hematology, serology, urinalysis, and chemistry.

Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

**MA 115 Pharmacology for Medical Assistants****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on clinical drug therapy in relation to the role of the medical assistant. Topics include: principles, terminology, modes of administration, and mechanisms of action of the major drug groups; drug interactions; and administration of various injection routes.

Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

**MA 120 Medical Office Insurance Coding and Billing****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on procedures and regulations related to bookkeeping, accounting, and insurance in the medical office setting. Topics include: using superbills; coding claims using CPT, ICD-9-CM, and HCPCS; electronic claims filing; and billing, collection, and reimbursement systems.

Prerequisites: MA 100, MA 105, MCH 100 (minimum grade C for all)

**MA 125 Externship and Seminar for Medical Assistants****4 Credits. 2 Lecture Hours. 12 Lab Hours.**

Students practice administrative and clinical skills during an unpaid experience in an ambulatory care setting. Students also prepare for the AAMA exam to become a Certified Medical Assistant.

Prerequisites: MA 110, MA 115, MA 120 (minimum grade C for all)

**MA 198 First Year Special Topics in Medical Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Medical Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**MA 199 First Year Independent Project in Medical Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Medical Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**MA 298 Second Year Special Topics in Medical Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Medical Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**MA 299 Second Year Independent Project in Medical Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Medical Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## MAA

### Courses

**MAA 191 Part-Time Cooperative Education 1: Medical Administrative Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**MAA 192 Part-Time Cooperative Education 2: Medical Administrative Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MAA 191

**MAA 193 Part-Time Cooperative Education 3: Medical Administrative Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MAA 192



**MAA 194 Part-Time Cooperative Education 4: Medical Administrative Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**MAA 195 Part-Time Cooperative Education 5: Medical Administrative Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MAA 194

**MAA 196 Part-Time Cooperative Education 6: Medical Administrative Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MAA 195

**MAA 291 Full-Time Cooperative Education 1: Medical Administrative Assistant****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**MAA 292 Full-Time Cooperative Education 2: Medical Administrative Assistant****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MAA 291

**MAA 293 Full-Time Cooperative Education 3: Medical Administrative Assistant****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MAA 293

**MAT****Courses****MAT 105 Quantitative Reasoning for the Sciences****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on problem-solving and mathematical model-building. Topics include: dimensional analysis, measurement and the metric system, estimation, significant figures, data collection and analysis, graphing, and algebraic manipulation of formulas.

Prerequisites: AFM 092 (minimum grade C) or appropriate placement test score

**MAT 111 Business Mathematics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An algebra-based course on practical applications of mathematics.

Topics include: review of arithmetic, algebra, and percents; payroll; banking; taxes; insurance; financial math, and elementary statistics. Students need a scientific calculator.

Prerequisites: AFM 092 (minimum grade C) or appropriate placement test score

**MAT 115 Pre-Statistics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on mathematical modeling of real data using curve fitting of functions. Topics include: modeling linear, linear systems, quadratic, exponential, and radical functions; and verifying the model using coefficient of determination and limitations of the model. Students need a graphing calculator.

Prerequisites: AFM 092 or appropriate placement test score

**MAT 120 Technical Mathematics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on practical applications of algebra, geometry, and trigonometry. Topics include: percents, fractions, measurement, unit conversions, scientific notation, pre-algebra, basic algebra, plane and solid geometry, and right and oblique triangle trigonometry. Students need a scientific calculator.

Prerequisites: AFM 092 (minimum grade C) or appropriate placement test score

**MAT 121 Technical Algebra and Geometry with Statistics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on technical applications of algebra, geometry, and statistics. Topics include: simplifying algebraic expressions, solving equations (linear, quadratic, rational, and radical), graphing equations in two variables, inequalities, elementary statistics, right triangle trigonometry, and vectors. Students need a graphing calculator.

Prerequisites: AFM 094 (minimum grade A) or MAT 120 (minimum grade C) or appropriate placement test score

**MAT 125 Algebra and Trigonometry****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on applications of algebra, geometry, and trigonometry.

Topics include: simplifying algebraic expressions, right and oblique triangles, and solving equations (linear, quadratic, rational, and trigonometric). Students need a graphing calculator.

Prerequisites: AFM 097 (minimum grade C) or MAT 120 (minimum grade A) or MAT 121 (minimum grade C) or appropriate placement test score



**MAT 126 Functions and Calculus****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of MAT 125. Topics include: functions (linear, exponential, logarithmic, trigonometric, polynomial, and rational), complex numbers, graphing, solving equations, and applications of differential and integral calculus. Students need a graphing calculator. Prerequisites: MAT 125 (minimum grade C) or appropriate placement test score

**MAT 131 Statistics 1****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on descriptive and inferential statistics. Topics include: the purpose of statistics, univariate and bivariate descriptive statistics, probability, normality and sampling distributions, confidence intervals, and hypothesis testing.

Prerequisites: AFM 097 or MAT 105 or MAT 115 or MAT 121 or MAT 150 (minimum grade C for all), or appropriate placement test score  
Ohio Transfer Module Approved

**MAT 132 Statistics 2****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A continuation of MAT 131. Topics include: confidence intervals and hypothesis tests for two-sample means and proportions, contingency tables, one-way analysis of variance, and multiple regression.

Prerequisites: MAT 131 (minimum grade C)  
Ohio Transfer Module Approved

**MAT 151 College Algebra****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on concepts and applications of algebra. Topics include: representing linear, exponential, logarithmic, power, polynomial, and rational functions numerically, graphically, and algebraically. Students need a graphing calculator.

Prerequisites: AFM 097 or MAT 150 (minimum grade C for both), or appropriate placement test score  
Ohio Transfer Module Approved

**MAT 152 Trigonometry****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on concepts and applications of trigonometry. Topics include: trigonometric functions and identities, inverse of trigonometric functions, vectors, complex numbers, and parametric equations. Students need a graphing calculator.

Prerequisites: MAT 151 (minimum grade C) or appropriate placement test score  
Ohio Transfer Module Approved

**MAT 153 Pre-Calculus****6 Credits. 6 Lecture Hours. 0 Lab Hour.**

A course on concepts and applications of pre-calculus. Topics include: review of linear, exponential, power, polynomial, and rational functions; trigonometric functions; trigonometry; vectors; complex numbers; and parametric equations. Students need a graphing calculator.

Prerequisites: AFM 097 or MAT 150 (minimum grade B for both) or appropriate placement test score or instructor consent  
Ohio Transfer Module Approved

**MAT 161 College Algebra with Geometry****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on concepts and applications of algebra. Topics include: representing linear, exponential, logarithmic, power, polynomial, and rational functions numerically, graphically, and algebraically; and concepts of plane and solid geometry. Students need a graphing calculator.

Prerequisites: AFM 097 or MAT 150 (minimum grade C for both) or appropriate placement test score

**MAT 198 First Year Special Topics in Mathematics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Mathematics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**MAT 199 First Year Independent Project in Mathematics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Mathematics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Mathematics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**MAT 215 Business Calculus****6 Credits. 6 Lecture Hours. 0 Lab Hour.**

A course on calculus emphasizing business applications. Topics include: analysis of functions using limits, the derivative and derivative function, rules of differentiation, applications of derivative calculus, and the definite integral. Students need a graphing calculator.

Prerequisites: MAT 151 (minimum grade C)  
Ohio Transfer Module Approved

**MAT 251 Calculus 1****5 Credits. 5 Lecture Hours. 0 Lab Hour.**

A course on concepts and applications of calculus. Topics include: the library of functions, analysis of functions with limits, the derivative and the derivative function, interpretations of the derivative, rules of differentiation, and introduction to integral calculus. Students need a graphing calculator.

Prerequisites: MAT 126 or MAT 152 or MAT 153 (minimum C grade) or appropriate placement test score  
Ohio Transfer Module Approved

**MAT 252 Calculus 2****5 Credits. 5 Lecture Hours. 0 Lab Hour.**

A continuation of MAT 251. Topics include: methods of integration (substitution, parts, tables, numerical and CAS) with modeling applications, sequences and series, Taylor series approximations, and solutions to differential equations. Students need a graphing calculator.

Prerequisites: MAT 251 (minimum grade C) or appropriate placement test score  
Ohio Transfer Module Approved

**MAT 253 Calculus 3****5 Credits. 5 Lecture Hours. 0 Lab Hour.**

A continuation of MAT 252. Topics include: vectors and vector-valued functions; functions of several variables; partial derivatives and directional derivatives with gradients; tangent planes and local linearization; and optimization methods with Lagrange multipliers, iterated integration, and calculus of vector fields. Students need a graphing calculator.

Prerequisites: MAT 252 (minimum grade C) or appropriate placement test score

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**MAT 298 Second Year Special Topics in Mathematics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Mathematics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**MAT 299 Second Year Independent Project in Mathematics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Mathematics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Mathematics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## MCH

### Courses

**MCH 100 Healthcare Informatics****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on technology used in the healthcare delivery system and electronic health records (EHR) management. Topics include: hardware, software, user interfaces, telecommunications and networks, and health management information systems.

Prerequisites: IM 105 or 20 wpm keyboarding speed

**MCH 101 Medical Terminology 1****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the basic structure of medical words and abbreviations. Topics include: prefixes, suffixes, word roots, combining forms, and singulars and plurals.

Prerequisites: AFL 085 or appropriate placement test score

**MCH 102 Medical Terminology 2****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of MCH 101. Topics include: defining, pronouncing, and spelling medical terms using prefixes, suffixes, roots, and combined forms.

Prerequisites: MCH 101 (minimum grade C)

**MCH 104 Comprehensive Medical Terminology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A comprehensive study of medical terminology. Topics include: prefixes, suffixes, word roots, combining forms, singulars and plurals, and abbreviations associated with medical specialties.

Prerequisites: AFL 085 or appropriate placement test score

Ohio Transfer Assurance Guide Approved

Ohio Career-Technical Assurance Guide Approved

**MCH 106 Health and Wellness Promotion****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on promoting health and wellness issues to the public. Topics include: self-empowerment, stress reduction, physical fitness, healthy eating, addiction avoidance, identifying and reducing risk factors in disease, and alternative therapies.

Prerequisites: None

**MCH 108 Professionalism in Healthcare****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on professional standards applicable in healthcare settings. Topics include: communication skills, employability skills, healthcare teams, diversity, career planning, and professional development.

Prerequisites: AFL 080 or appropriate placement test score

**MCH 110 Orientation to Health Records****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the content and format of health records. Topics include: standard forms, legal issues related to health records, maintaining health records, and filing and retrieving diagnostic reports.

Prerequisites: MCH 101 (minimum grade C), and IM 105 or appropriate keyboarding score

**MCH 112 Issues in Health Economics****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on current trends and concerns related to the economics of health care systems. Topics include: economic differences between medical care and other commodities.

Prerequisites: None

**MCH 114 Law and Ethics for Healthcare****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of medical jurisprudence and essentials of professional behavior in healthcare. Topics include: medical ethics, legal concerns in healthcare, and the healthcare provider's role as an agent of the physician.

Prerequisites: AFL 085 or appropriate placement test score

**MCH 116 Cultural Competency for Health and Public Safety Professions****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the influences of race, culture, and ethnicity in shaping values, belief systems, and behaviors of Health and Public Safety professionals and patients/clients.

Prerequisites: ENG 101

**MCH 118 Quality Improvement in Healthcare****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on quality improvement in healthcare, focused on patient-centered care. Topics include: organizations responsible for healthcare accreditation and regulation, healthcare provider departments that address regulations, and trends affecting delivery of quality healthcare services.

Prerequisites: AFL 085 or appropriate placement test score

**MCH 120 Health Unit Coordinator Training****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on skills required for entry-level medical clerical workers. Topics include: patient charts, transcribing nursing treatment, using computer software, medication, respiratory and physical therapy orders, X-ray and MRI scan procedures, nuclear medicine, ultrasound, and endoscopy.

Prerequisites: MCH 101 or MCH 104 (minimum grade C for either)

**MCH 130 Nurse Aide Training****5 Credits. 4 Lecture Hours. 2 Lab Hours.**

A course on caring for the elderly in long-term care facilities. Topics include: communication skills, mental health and social service needs, resident rights, safety and emergency procedures, and restorative services. Students who complete the course successfully are qualified to take the Ohio Board of Health Competency Evaluation Test.

Prerequisites: None

Instructor Consent Required

**MCH 132 Patient Care Assistant Training****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course that prepares students for employment in acute care facilities as nursing assistive personnel. Topics include: role definition/classification, communication, basic anatomy/physiology concepts with associated observations, overview of nutrition/diet therapy, introduction to common pathologies, and commonly delegated skills.

Prerequisites: AFL 085 or appropriate placement test score, and MCH 130, and on State Nurse Aide Registry or eligible for Registry

Instructor Consent Required

**MCH 134 Medication Aide Training****6 Credits. 4 Lecture Hours. 4 Lab Hours.**

A course that prepares students to distribute medications in long-term care and residential care facilities, through a minimum of 80 hours of lecture and laboratory practice and 40 hours of clinical experience.

Prerequisites: MCH 130, and on State Nurse Aide Registry or have one year of experience in a residential care setting

Instructor Consent Required

**MCH 136 Restorative Aide Training****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on rehabilitation services used to return individuals to optimal mobility and functioning following various conditions. Topics include: lifting, moving, and ambulation procedures; care of individuals with musculoskeletal, neurological, and integumentary conditions; and restorative approaches to meeting nutrition, hydration, and personal care needs.

Prerequisites: MCH 130, and on State Nurse Aide Registry or eligible for Registry

Instructor Consent Required

**MCH 138 Patient Care Skills****2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on fundamental health care concepts and skills for students planning a career in healthcare. Topics include: basic body mechanics, patient draping techniques, infection control techniques, oxygen therapy, and problem solving techniques.

Prerequisites: None

**MCH 141 Electrocardiography 1****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on basic principles of electrocardiography. Topics include: the electrical conductive system of the heart, patient preparation, setting up the ECG machine, and recognizing and correcting distortion problems.

Prerequisites: BIO 100 or BIO 111 or BIO 151 (minimum grade C for all)

**MCH 142 Electrocardiography 2****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of MCH 141, including review of basic electrocardiography and 12 lead ECG interpretation. Topics include: cardiac electrophysiology, recognizing common dysrhythmia and advanced cardiac dysrhythmias, chamber enlargement, pacemakers, myocardial ischemia, injury, infarct patterns, and effects of drugs and electrolytes on the ECG.

Prerequisites: MCH 141 (minimum grade C), or certification in EMT, Paramedic, Nursing, or Practical Nursing

**MCH 198 First Year Special Topics in Multi-Competency Health Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Multi-Competency Health Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**MCH 199 First Year Independent Project in Multi-Competency Health Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Multi-Competency Health Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Multi-Competency Health Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**MCH 298 Second Year Special Topics in Multi-Competency Health Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Multi-Competency Health Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**MCH 299 Second Year Independent Project in Multi-Competency Health Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Multi-Competency Health Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Multi-Competency Health Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## MET

### Courses

**MET 100 Introduction to Mechanical Engineering Technology**  
**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

An orientation to the Mechanical Engineering Technology program and the profession. Topics include: computers and software used in the profession, career opportunities, professional skills, and preparation for cooperative education.

Prerequisites: AFL 085 or MAT 120, or appropriate placement test scores

**MET 111 Manufacturing Processes 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

An introduction to machining and fabrication. Topics include: measuring techniques, manual and computer numerical controlled metal removal processes, machine operations, and materials considerations.

Prerequisites: AFL 085 and MAT 120, or appropriate placement test scores

**MET 112 Manufacturing Processes 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of MET 111. Topics include: CNC programming of complex parts on two-axis mills and lathes, and CNC control.

Prerequisites: MET 111 (minimum grade C) and MAT 121 or MAT 125, or appropriate placement test score

**MET 113 Manufacturing Processes 3****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of MET 112. Topics include: CAM simulation, machining processes, prototyping techniques, and using CAD/CAM software to create programs for producing components on CNC machines.

Prerequisites: MET 112 (minimum grade C)

**MET 131 MET Computer Aided Drafting 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

An introduction to mechanical drafting and computer aided drafting. Topics include: geometric construction, orthographic projection, dimensioning, section views, and auxiliary views.

Prerequisites: AFL 085 and MAT 120, or appropriate placement test scores

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**MET 132 MET Computer Aided Drafting 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of MET 131. Topics include: 3D modeling, geometric dimensioning and tolerancing, and creating assembly models.

Prerequisites: MET 131 (minimum grade C)

**MET 140 Engineering Materials****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on the materials used in designing and manufacturing machinery and products. Topics include: steel and non-ferrous metals, polymers, ceramics, and composites. Students use the materials testing laboratory to study physical and mechanical properties of materials.

Prerequisites: MET 111, and MAT 121 or MAT 125 or appropriate placement test scores

Ohio Transfer Assurance Guide Approved

**MET 150 Statics and Strength of Materials for MET****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on analyzing forces that occur within machine and structural elements subjected to various types of loads. Topics include: vector analysis, free body diagrams, individual stresses, and combined stresses.

Prerequisites: MAT 121 or MAT 125 or appropriate placement test scores

**MET 191 Part-Time Cooperative Education 1: Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 100

**MET 192 Part-Time Cooperative Education 2: Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 191

**MET 193 Part-Time Cooperative Education 3: Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 192

**MET 194 Part-Time Cooperative Education 4: Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 193

**MET 195 Part-Time Cooperative Education 5: Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 194

**MET 196 Part-Time Cooperative Education 6: Mechanical Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 195



**MET 198 First Year Special Topics in Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Mechanical Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**MET 199 First Year Independent Project in Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Mechanical Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Mechanical Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**MET 230 Quality Control and Six Sigma****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on modern quality methods used in manufacturing. Topics include: data collection, statistical process control, continuous improvement, and the reduction of product defects through the six-sigma process.

Prerequisites: MET 150

**MET 240 Hydraulics and Pneumatics****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on applied fluid power systems. Topics include: fluid transport, power systems components and circuits, relay logic, and ladder diagrams. Students design, build, and operate hydraulic and pneumatic circuits in the laboratory.

Prerequisites: MET 150

**MET 250 Machine Design****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on applying principles of engineering mechanics and strength of materials to the analysis and selection of mechanical components. Topics include: combined stresses, failure theories, shaft components, shaft design, and fasteners.

Prerequisites: MET 140 and MET 150 (minimum grade C for both)

**MET 260 Applied Thermodynamics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course in the engineering study of energy. Topics include: first and second laws of thermodynamics, general energy equation, Mollier diagrams, ideal cycles, steam generation and turbines, and refrigeration.

Prerequisites: MET 150, and MAT 121 or MAT 125 or appropriate placement test scores

**MET 270 Kinematics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on analyzing mechanisms. Topics include: linear and angular displacement, velocity, acceleration, mass moment of inertia, and dynamic balance. Students use computer simulation software to analyze machine motions and forces.

Prerequisites: MET 150 and PHY 151

**MET 285 Mechanical Engineering Technology Capstone Project 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Students participate in a team design project. Topics include: feasibility study, design concepts, detail and assembly drawings, bill of materials, commercial and fabricated parts, vendors, costs, and manufacturing.

Prerequisites: MET 111 and MET 132 and MET 140 and MET 150 (minimum grade C for all)

**MET 290 Mechanical Engineering Technology Capstone Project 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of MET 285. Students manufacture, assemble, and test the product designed in MET 285, and prepare a presentation on the complete design process.

Prerequisites: MET 285

**MET 291 Full-Time Cooperative Education 1: Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 100

**MET 292 Full-Time Cooperative Education 2: Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 291

**MET 293 Full-Time Cooperative Education 3: Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 292

**MET 294 Internship 1: Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 100

**MET 295 Internship 2: Mechanical Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MET 294

**MET 298 Second Year Special Topics in Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Mechanical Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval



**MET 299 Second Year Independent Project in Mechanical Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Mechanical Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Mechanical Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

# MGT

## Courses

**MGT 101 Principles of Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the history and fundamental concepts of modern management. Topics include: planning, leading, organizing and controlling; global and domestic environments for management; change management; quality management; team management; and communication skills for managers.

Prerequisites: AFL 080 or appropriate placement test score

**MGT 105 Human Resource Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the role of the human resource department and the supervisor's role in various human resource functions. Topics include: recruiting, choosing, and training employees; compensation and benefits; performance evaluation; disciplinary actions; and workplace rights and responsibilities.

Prerequisites: None

**MGT 120 Entrepreneurship****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on starting and growing new businesses. Topics include: identifying new venture opportunities, evaluating the viability of a new venture, and understanding skills needed for successful business operations. Students prepare a business plan for potential investor review.

Prerequisites: None

**MGT 125 Business Ethics****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles of business ethics and moral reasoning. Topics include: corporate disclosure, discrimination, whistle blowing, computer crime, and international ethics.

Prerequisites: None

**MGT 130 Project Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to project management in various industries. Topics include: planning and prioritizing projects, obtaining project approvals, working with diverse teams, managing all elements of projects, evaluating project results, and using Microsoft Project software.

Prerequisites: None

**MGT 140 Quality Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques of quality management and continuous improvement for manufacturing and service organizations. Topics include: establishing a customer driven organization, and using effective feedback and control systems.

Prerequisites: MGT 100 or MGT 101

**MGT 191 Part-Time Cooperative Education 1: Management**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**MGT 192 Part-Time Cooperative Education 2: Management**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MGT 191

**MGT 193 Part-Time Cooperative Education 3: Management**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MGT 192

**MGT 194 Part-Time Cooperative Education 4: Management**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MGT 193

**MGT 195 Part-Time Cooperative Education 5: Management**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MGT 194

**MGT 196 Part-Time Cooperative Education 6: Management**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MGT 195

**MGT 198 First Year Special Topics in Management**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**MGT 199 First Year Independent Project in Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**MGT 220 Leadership****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the role of successful integrative leaders in organizations. Topics include: historical and contemporary approaches to leadership, leadership for change, team leadership, servant leadership, and communication skills for leaders.

Prerequisites: MGT 100 or MGT 101

**MGT 290 Business Management Capstone****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

Students use case studies and simulations to examine the entire scope of management, including functional and decision making areas such as production, management, marketing, finance, and accounting.

Prerequisites: MGT 100 or MGT 101, MKT 101, ACC 101

**MGT 291 Full-Time Cooperative Education 1: Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**MGT 292 Full-Time Cooperative Education 2: Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MGT 291

**MGT 293 Full-Time Cooperative Education 3: Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MGT 292

**MGT 298 Second Year Special Topics in Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**MGT 299 Second Year Independent Project in Management****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Management faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**MID****Courses****MID 110 Digital Media Concepts****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to operating systems, software, hardware, and peripheral equipment used to create, revise, and produce content for multimedia products.

Prerequisites: AFL 085 or appropriate placement test score

**MID 120 Drawing Fundamentals for Multimedia Information Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental drawing techniques used in multimedia fields. Topics include: sketching, 3-D drawing, conceptual drawing, and architectural drawing.

Prerequisites: None

**MID 125 Storyboarding****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on fundamentals of storyboarding for video, animation, multimedia, and web. Topics include: traditional drawing and digital illustration, image acquisition and composition, shot framing and description, and industry standards for labeling.

Prerequisites: None

**MID 190 Career Preparation: Multimedia Information Design****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on career planning for students seeking employment in multimedia fields. Topics include: self assessment, career research, resume development, interview skills and job hunting strategies, and cooperative education policies and procedures.

Prerequisites: MID 110 and ART 125, or AVP 100 (minimum grade C for all)

**MKT****Courses****MKT 101 Principles of Marketing****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on marketing activities, strategies, and decision making in the context of other business functions.

Prerequisites: None

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**MKT 105 Marketing and Customer Relations****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of marketing and the development of business systems that provide positive and memorable customer experiences.

Prerequisites: None

**MKT 115 Marketing Research for Multimedia Profes****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to marketing fundamentals applied by professionals in multimedia fields. Topics include: marketing terminology; concepts and strategies used to create consumer relationships and deliver value through goods and services; and research techniques for collecting, analyzing, and interpreting data used to develop effective marketing strategies and communications.

Prerequisites: None

**MKT 130 Professional Selling****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on professional sales skills, including business-to-consumer and business-to-business sales using a consultative approach. Topics include: prospecting, sales pre-planning, writing sales proposals, delivering sales presentations, preventing and handling objections, negotiations, closing the sale, post-sales service, and customer relations management (CRM) systems.

Prerequisites: None

**MKT 161 Branding and Product Development****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on branding trends and practices, focusing on entrepreneurial and small business owner perspectives. Topics include: applying branding principles to develop successful new products, identifying opportunities, generating and evaluating concepts, designing the product, and launching the product and brand identity. The course is delivered in a 5-week schedule.

Prerequisites: MKT 101 or MKT 105 or MKT 115

**MKT 162 Sales Promotion****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on sales promotion practices. Topics include: the role of sales promotion in the marketing plan and media mix; consumer and business-to-business sales methods; vendor analysis and selection; price promotions, point-of-purchase promotions, and joint promotions; and vouchers, gift cards, premiums, prizes, sampling, contests, and sweepstakes. The course is delivered in a 5-week schedule.

Prerequisites: MKT 101 or MKT 105 or MKT 115

**MKT 163 Services and Non-Profit Marketing****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on characteristics of non-profit organizations and service-oriented businesses and their target customers. Topics include: technology used for fund-raising, market services, customer communications, and integration of consistent internal and external brand messages. The course is delivered in a 5-week schedule.

Prerequisites: MKT 101 or MKT 105 or MKT 115

**MKT 164 Social Media and Consumer Engagement****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on using social media networks to increase brand awareness and consumer engagement for products, services and ideas. Topics include: understanding consumer mindsets on social networks such as Facebook and Twitter, and developing effective marketing communication through social media. The course is delivered in a 5-week schedule.

Prerequisites: MKT 101 or MKT 105 or MKT 115

**MKT 191 Part-Time Cooperative Education 1: Marketing****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**MKT 192 Part-Time Cooperative Education 2: Marketing****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MKT 191

**MKT 193 Part-Time Cooperative Education 3: Marketing****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MKT 192

**MKT 194 Part-Time Cooperative Education 4: Marketing****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MKT 193

**MKT 195 Part-Time Cooperative Education 5: Marketing****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MKT 194

**MKT 196 Part-Time Cooperative Education 6: Marketing****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MKT 195

**MKT 198 First Year Special Topics in Marketing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Marketing, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**MKT 199 First Year Independent Project in Marketing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Marketing that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Marketing faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**MKT 205 Marketing Research****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to marketing research emphasizing use of research data in marketing and management decisions. Topics include: designing a market research study, using data collection and measurement tools, performing data analyses, using online and social media tools, and communicating research findings.

Prerequisites: MKT 101

**MKT 215 Advertising and Public Relations****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques used in public relations, advertising, and other promotional methods. Topics include: consumer behavior, agency and client relationships, integrated marketing communications, developing and executing creative strategy, and selecting appropriate media for advertising effectiveness.

Prerequisites: MKT 101 or MKT 105 or MKT 115

**MKT 231 Direct and Database Marketing****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on direct marketing practices. Topics include: direct marketing as a component of company marketing strategies; response techniques for direct mail, catalogs, TV/radio, internet, display, and classified advertising; database creation; copy testing; and list evaluation. The course is delivered in a 5-week schedule.

Prerequisites: MKT 215

**MKT 232 Integrated Marketing Communications****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on using integrated marketing communications (IMC) to manage and coordinate an organization's advertising, public relations, sales promotion, and personal selling efforts. Topics include: IMC planning, agency operations, defining target audiences, setting and allocating budgets, implementing advertising, selecting advertising media, and evaluating IMC. The course is delivered in a 5-week schedule.

Prerequisites: MKT 215

**MKT 233 Sales Management****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on sales management practices. Topics include: recruiting, hiring, motivating, and evaluating salespeople; developing a sales training program; compensation models; budgets and sales forecasting; time and territory management; and ethical and legal responsibilities of sales managers. The course is delivered in a 5-week schedule.

Prerequisites: MKT 130

**MKT 250 Digital Marketing and Social Media****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theory and practice of digital marketing. Topics include: search engine marketing (SEM), search engine optimization (SEO), paid search and pay-per-click advertising (PPC), online display advertising, digital analytics, e-mail marketing, e-commerce, and social media and mobile marketing.

Prerequisites: MKT 101 or MKT 105 or MKT 115

**MKT 291 Full-Time Cooperative Education 1: Marketing****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**MKT 292 Full-Time Cooperative Education 2: Marketing****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MKT 291

**MKT 293 Full-Time Cooperative Education 3: Marketing****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MKT 292

**MKT 298 Second Year Special Topics in Marketing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Marketing, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**MKT 299 Second Year Independent Project in Marketing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Marketing that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Marketing faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## MLT

### Courses

**MLT 100 Introduction to Medical Laboratory Analy****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on equipment and processes of the clinical laboratory and the responsibilities of the Medical Laboratory Technician. Topics include pipetting, spectrophotometry, safety, point of care testing, and the chemical, physical and microscopic analysis of urine.

Prerequisites: CHE 115 and MAT 151 and MLT Program Chair consent

Instructor Consent Required

**MLT 121 Hematology and Hemostasis 1****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on theory and practice of normal hematology and hemostasis. Topics include: hematopoiesis, cell and platelet counts, cell identification, and prothrombin and partial prothrombin times.

Prerequisites: CHE 115 and MAT 151 and MLT Program Chair consent

Instructor Consent Required

**MLT 122 Hematology and Hemostasis 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of MLT 121. Topics include: hematopoiesis and abnormal cell identification, red cell abnormalities, anemias, leukemias, and coagulopathies.

Prerequisites: MLT 121



**MLT 140 Clinical Chemistry****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on principles and procedures used in the chemical analysis of clinical specimens. Topics include: manual and automated chemical testing, quality control, and clinical correlations.

Prerequisites: MLT 100 and MLT 121

**MLT 170 Instrumentation for Medical Laboratory Technicians****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A course on principles and procedures for instrumentation used in hematology, hemostasis, urinalysis and clinical chemistry. Topics include: set-up, operation, routine maintenance and quality control procedures for spectrophotometers, particle counters, electrodes, and other automated analyzers.

Prerequisites: MLT 100 and MLT 121

**MLT 180 Phlebotomy Techniques and Practice for Medical Laboratory Technicians****2 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on theory and practice of blood collection used by medical laboratory technicians. Topics include: devices and methods, specimen integrity, communication, and professionalism. Students who develop the necessary skills also practice supervised blood collection at a clinical site.

Prerequisites: MLT 100 and MLT 121

**MLT 181 Phlebotomy Techniques for MLT****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A two-week course on the equipment and techniques used to collect quality specimens for analysis. Topics include: communication with patients and staff, professional conduct, and daily practice of techniques using a model arm.

Prerequisites: MLT 122 and MLT 140

**MLT 185 Clinical Laboratory Practice****6 Credits. 0 Lecture Hour. 30 Lab Hours.**

Students apply skills in clinical chemistry, hematology, hemostasis, and urinalysis through on-campus laboratory practice. Students who develop the necessary skills also participate in an internship in these departments at a clinical site.

Prerequisites: MLT 140 and MLT 180

**MLT 186 Hematology and Hemostasis Applications****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Students apply skills in hematology and hemostasis in an on-campus laboratory, performing tasks independently as part of a simulated lab setting. Students must adhere to HPS and MLT Clinical Practice Standards.

Prerequisites: MLT 122 and MLT 170

**MLT 187 Clinical Chemistry and Urinalysis Applic****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Students apply skills in clinical chemistry and urinalysis in an on-campus laboratory, performing tasks independently in a simulated lab setting. Students must adhere to HPS and MLT Clinical Practice Standards.

Prerequisites: MLT 122 and MLT 170

**MLT 191 Part-Time Cooperative Education 1: Medical Laboratory Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures in order to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MLT 185 (minimum grade C)

**MLT 192 Part-Time Cooperative Education 2: Medical Laboratory Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures in order to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: MLT 191 (minimum grade C)

**MLT 198 First Year Special Topics in Medical Laboratory Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Medical Laboratory Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**MLT 199 First Year Independent Project in Medical Laboratory Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Medical Laboratory Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Laboratory Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**MLT 210 Clinical Immunology and Serology****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the function of the immune system, and immunological and serological testing methods performed in clinical laboratories. Topics include: humoral and cell mediated immunity, hypersensitivity, infectious agents, enzyme immunoassay, immunoelectrophoresis, and basic molecular testing.

Prerequisites: MLT 295

**MLT 250 Immunohematology****5 Credits. 3 Lecture Hours. 6 Lab Hours.**

A course on theory and application of immunohematology procedures used in the clinical laboratory. Topics include: ABO and Rh, antibody screens and antibody identification, compatibility, enhancement techniques, and automated procedures.

Prerequisites: MLT 185

**MLT 251 Immunohematology****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on the theory of immunohematology, emphasizing laboratory techniques. Topics include: ABO and Rh, antibody screens and identification, compatibility, enhancement techniques, and donor requirements.

Prerequisites: MLT 210



**MLT 252 Immunohematology Applications****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A four-week course with students completing immunohematology procedures in an on-campus simulated laboratory setting. Students must adhere to HPS and MLT Clinical Practice Standards.

Prerequisites: MLT 251

**MLT 260 Clinical Microbiology****6 Credits. 3 Lecture Hours. 9 Lab Hours.**

A course on theory and application of procedures for clinical microbiology. Topics include: identification, antimicrobial susceptibility and clinical significance of bacteria; basic mycobacteriology; mycology; parasitology; and virology.

Prerequisites: MLT 250

**MLT 261 Clinical Microbiology****5 Credits. 2 Lecture Hours. 9 Lab Hours.**

A course on the theory and practice of clinical microbiology. Topics include: clinical significance, identification and antimicrobial susceptibility of pathogenic bacteria with introduction to other microorganisms.

Prerequisites: MLT 295

**MLT 262 Clinical Microbiology Applications****1 Credit. 0 Lecture Hour. 1 Lab Hour.**

A two-week course with students completing clinical bacteriology procedures in an on-campus simulated laboratory setting. Students must adhere to HPS and MLT Clinical Practice Standards.

Prerequisites: MLT 261

**MLT 270 Medical Laboratory Seminar****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Students review theories and procedures of medical laboratory technology to prepare for the certification exam. Topics include: laboratory operations, hematology, hemostasis, clinical chemistry, immunology, immunohematology, clinical microbiology, and test-taking strategies.

Prerequisites: MLT 210 and MLT 250 (minimum grade C for both)

**MLT 294 MLT Internship: Specimen Collection****1 Credit. 0 Lecture Hour. 4 Lab Hours.**

Students participate in specimen collection at an area laboratory or collection site, with emphasis on phlebotomy. Activities may include specimen processing. Students must adhere to HPS and MLT Clinical Practice Standards.

Prerequisites: MLT 181

**MLT 295 MLT Clinical Internship****1 Credit. 0 Lecture Hour. 20 Lab Hours.**

Students are assigned to a medical laboratory for full-time experience in hematology, hemostasis, clinical chemistry and urinalysis. Students must adhere to HPS and MLT Clinical Practice Standards.

Prerequisites: MLT 186 and MLT 187

**MLT 298 Second Year Special Topics in Medical Laboratory Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Medical Laboratory Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**MLT 299 Second Year Independent Project in Medical Laboratory Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Medical Laboratory Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Laboratory Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## MMC

### Courses

**MMC 100 Introduction to Mechanical Systems****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on mechanical systems found in a manufacturing facility. Topics include: mechanical power transmissions, bearings and shafts, lubrication, pumps and compressors, fluid power, and piping systems.

Prerequisites: None

**MMC 105 Shop Math****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course that reviews basic mathematical skills used in the maintenance trades. Topics include: decimals, fractions, percents, ratios, proportions, roots, and powers; basic algebra; and basic trigonometry.

Prerequisites: None

**MMC 110 MSSC Certified Production Technician Training****6 Credits. 6 Lecture Hours. 0 Lab Hour.**

A course that addresses core competencies for production workers as defined by the Manufacturing Skills Standards Council. Students who complete the course successfully earn the MSSC Certified Production Technician credential.

Prerequisites: Admitted to MSSC Training Program  
Instructor Consent Required**MMC 111 MSSC Certified Logistics Associate Trainee****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course that addresses core competencies for production workers whose job activities involve basic areas of logistics, as defined by the Manufacturing Skills Standards Council. Students who complete the course successfully earn the MSSC Certified Logistics Associate credential.

Prerequisites: Admitted to MSSC Training Program  
Instructor Consent Required**MMC 112 MSSC Certified Logistics Technician Trainee****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course that addresses core competencies for production workers whose job activities involve advanced areas of logistics, as defined by the Manufacturing Skills Standards Council. Students who complete the course successfully earn the MSSC Certified Logistics Technician credential.

Prerequisites: MMC 111  
Instructor Consent Required**MMC 115 Print Reading and Measurement Tools****1.5 Credit. 1 Lecture Hour. 0.5 Lab Hour.**

A course on reading and understanding mechanical prints and using precision mechanical measuring tools.

Prerequisites: None

**MMC 117 Tools, Machines, and Fabrication****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on the application and operation of hand tools, power tools, machine tools and other tools used in fabrication.

Prerequisites: None

**MMC 118 Industrial Piping Systems****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on types and applications of industrial pipe systems. Topics include: sizing, identifying, and installing piping, fittings, and valves; and using systems including iron pipe, steel tubing, hydraulic hose, plastic pipe, and copper tubing.

Prerequisites: None

**MMC 120 Pneumatic Systems 1****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on fundamental principles and techniques of pneumatics. Topics include: maintenance, field repairs, and troubleshooting of pneumatic systems.

Prerequisites: None

**MMC 125 Pneumatic Systems 2****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A continuation of MMC 120 that provides additional understanding and practice in maintenance, field repairs, and troubleshooting of pneumatic systems.

Prerequisites: MMC 120

**MMC 127 Rigging and Lifting****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on fundamental skills and applications for rigging, stressing inspection and safety. Topics include: industrial knots, rigging calculations, hand signals, gear selection, overhead crane operation, and lift operation.

Prerequisites: None

**MMC 130 Hydraulic Systems 1****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on fundamental principles and techniques of industrial hydraulics. Topics include: fluid conductors, seals, basic hydraulic symbols, construction, and operation and use of hydraulic pumps.

Prerequisites: None

**MMC 135 Hydraulic Systems 2****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A continuation of MMC 130. Topics include: construction, operation, pressure controls, directional controls, flow controls, actuators, cartridge valves, stack valves, accumulators, heat exchangers, flow meters, and gauges.

Prerequisites: MMC 130

**MMC 140 Mechanical Drive Systems****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on fundamentals of mechanical transmission systems used in industrial applications. Topics include: operation, installation, performance analysis, and design of basic mechanical transmission systems; and using chains, v-belts, spur gears, bearings, and couplings.

Prerequisites: None

**MMC 145 Preventive Maintenance for Mechanical Systems****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on concepts and methods for preventive maintenance, emphasizing vibration measurement and monitoring. Topics include: vibration analysis; tests, measurements, and adjustments; and parts replacement performed to prevent faults from occurring.

Prerequisites: None

**MMC 147 Machine Leveling and Alignment****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on industrial equipment leveling and alignment procedures. Topics include: alignment instruments and tools, shaft runout, soffit, piping strain, foundations, and anchor systems.

Prerequisites: None

**MMC 150 Bearings, Seals, and Lubrication****1.5 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course on how to operate, install, analyze, troubleshoot, and select bearings, seals, and lubrication for mechanical systems.

Prerequisites: None

**MMC 160 Industrial Pump Maintenance****1.5 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course on fundamentals of selecting, installing, and troubleshooting industrial centrifugal pumps. Topics include: pump operation, pressure/flow characteristics, performance and efficiency, cavitation, seals, sizing, and maintenance.

Prerequisites: None

**MMC 170 Jet Engine Teardown****1.5 Credit. 1 Lecture Hour. 1 Lab Hour.**

Jet Engine Teardown School (JETS) covers commercial jet design, components, and operating principles. Students tear down a commercial jet engine and fire up a working commercial jet engine.

Prerequisites: None

**MMC 180 Machining Processes****1.5 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course on interpreting engineering part drawings, determining the sequence of machining operations, selecting tooling, and preparing plans for machining and inspection to confirm that parts meet the requirements of the drawings.

Prerequisites: None

**MMC 198 Special Topics in Mechanical Maintenance****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Mechanical Maintenance that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**MMC 199 Special Projects in Mechanical Maintenance****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Mechanical Maintenance that gives students opportunities to study information not currently covered in other courses. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**MUS**

## Courses

### **MUS 100 Musical Concepts**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to the fundamentals of music. Topics include: basic musical theory, melody, harmony, rhythm, notation, and ear training and note reading using popular and familiar tunes.

Prerequisites: None

### **MUS 101 Music History: Middle Ages to Late 19th Century**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of major periods in Western musical history from the Middle Ages to the late 19th century. Topics include: major composers and development of perceptive listening habits through analysis of compositional styles and techniques.

Prerequisites: None

Ohio Transfer Module Approved

### **MUS 102 Music History: 20th Century**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of major genres in Western music from the late 19th century through the 20th century. Topics include: symphony, opera, art song, musical theater, jazz, and popular music. This course emphasizes the study of music through the development of perceptive listening habits.

Prerequisites: None

Ohio Transfer Module Approved

### **MUS 105 Music History: African-American Music**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on evolution of African-American musical genres and their cultural and historical perspectives, from the beginning of slavery in America to the present.

Prerequisites: None

Ohio Transfer Module Approved

### **MUS 110 Jazz Appreciation**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the history of jazz from its origin to the present. Topics include: jazz styles, composers, and traditions.

Prerequisites: None

Ohio Transfer Module Approved

### **MUS 115 Rock and Pop Music**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the evolution of rock, pop, and related music genres from the early 20th century to the present. Topics include: the social, political, and cultural impact of popular music in the United States.

Prerequisites: None

Ohio Transfer Module Approved

### **MUS 120 World Music**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on musical forms, instrumental development, and the role of music in various ethnic cultures. Topics include: traditions, belief systems, and practices affecting music in the Americas, Europe, Africa, India, Indonesia, the Arab world, and China.

Prerequisites: None

Ohio Transfer Module Approved

### **MUS 131 Vocal Ensemble for Mixed Voices 1**

**1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Students perform in their first semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others. Music includes classical, sacred, and popular choral literature representing world languages and cultures.

Prerequisites: None

### **MUS 132 Vocal Ensemble for Mixed Voices 2**

**1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Prerequisites: MUS 131

### **MUS 133 Vocal Ensemble for Mixed Voices 3**

**1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Students perform in their third semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others.

Prerequisites: MUS 132

### **MUS 134 Vocal Ensemble for Mixed Voices 4**

**1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Students perform in their fourth semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others.

Prerequisites: MUS 133

### **MUS 135 Vocal Ensemble for Mixed Voices 5**

**1 Credit. 0 Lecture Hour. 3 Lab Hours.**

Students perform in their fifth semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others.

Prerequisites: MUS 134

### **MUS 198 First Year Special Topics in Music**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Music, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### **MUS 199 First Year Independent Project in Music**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Music that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Music faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

### **MUS 298 Second Year Special Topics in Music**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Music, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

### **MUS 299 Second Year Independent Project in Music**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Music that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Music faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## NET

## Courses

### NET 100 Introduction to Networking and IT Support

**1 Credit. 1 Lecture Hour. 1 Lab Hour.**

An introduction to the Networking Systems and PC Support and Administration programs and professions. Topics include: computers and software used in the fields, professional skills, and preparation for cooperative education.

Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores

## NETB

## NETC

### Courses

#### NETC 121 Network Communications 1

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on computer networks and network operating systems. Topics include: network topology, local and wide area networks, connecting devices to networks, basic network software and file sharing, and problem solving. This course helps students prepare for the NET+ exam.

Prerequisites: AFL 085 and MAT 115 or MAT 120, or appropriate placement test scores

#### NETC 122 Network Communications 2

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A continuation of NETC 121. Topics include: routing protocols, spanning tree, VLANs and network security, and network address translation.

Prerequisites: NETC 121

#### NETC 170 Governance and Management of IT

**4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on frameworks for organizational governance of information technology. Topics include: IT portfolio management, risk and compliance, and business continuity planning and impact analysis.

Prerequisites: MGT 130, NETC 121

#### NETC 180 Information Risk Management

**4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on methods for analyzing and classifying organizational data to maintain information security. Topics include: information ownership; information threats, vulnerabilities, and exposure; and investigating and assessing risk.

Prerequisites: NETC 122, NETB 155

#### NETC 191 Part-Time Cooperative Education 1: Computer Network Engineering Technology

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

#### NETC 192 Part-Time Cooperative Education 2: Computer Network Engineering Technology

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 191

#### NETC 193 Part-Time Cooperative Education 3: Computer Network Engineering Technology

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 192

#### NETC 194 Part-Time Cooperative Education 4: Computer Network Engineering Technology

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 193

#### NETC 195 Part-Time Cooperative Education 5: Computer Network Engineering Technology

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 194

#### NETC 196 Part-Time Cooperative Education 6: Computer Network Engineering Technology

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 195

#### NETC 198 First Year Special Topics in Computer Network Engineering Technology

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Computer Network Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**NETC 199 First Year Independent Project in Computer Network Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Computer Network Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Computer Network Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**NETC 230 Network Security Design****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

Topics include: design and testing of various layered network security software and hardware to protect business systems.

Prerequisites: NETC 121

**NETC 240 Emerging Topics in Computer Network Engineering Technology****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on current industry needs related to Computer Network Engineering Technology. Topics include: voice over internet protocol (VoIP) and Linux.

Prerequisites: NETC 122, NETB 155

**NETC 280 IT Documentation****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on documentation of IT systems focusing on general regulatory compliance requirements. Students use Microsoft Visio for laboratory activities.

Prerequisites: NETC 170, ENG 101

**NETC 290 Computer Network Engineering Technology Capstone Project****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

Students work in teams to design and build network solutions while demonstrating knowledge and skills gained in the Computer Network Engineering Technology program.

Prerequisites: NETC 122, NETC 230, NETB 155, ENG 102

**NETC 291 Full-Time Cooperative Education 1: Computer Network Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**NETC 292 Full-Time Cooperative Education 2: Computer Network Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 291

**NETC 293 Full-Time Cooperative Education 3: Computer Network Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 292

**NETC 294 Internship 1: Computer Network Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CIT 190

**NETC 295 Internship 2: Computer Network Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: NETC 294

**NETC 298 Second Year Special Topics in Computer Network Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Computer Network Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**NETC 299 Second Year Independent Project in Computer Network Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Computer Network Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Computer Network Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## NUR

### Courses

**NUR 100 Orientation to Nursing****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on building knowledge and skills essential to success for students entering the Nursing associate degree program. Topics include: the nursing process, professionalism, critical thinking, time management, study skills, and communication.

Prerequisites: None

Instructor Consent Required

**NUR 101 Nursing Concepts 1****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the role of the RN in the healthcare system, including cognitive, affective, and psychomotor skills. Topics include: academic success skills, communication, math, health and wellness, cultural awareness, regulatory guidelines, safety, patient education, and basic nursing skills.

Prerequisites: Admitted to the NUR program, high school biology and chemistry within the past 7 years, and STNA (minimum grade C for all courses)

Instructor Consent Required



**NUR 102 Nursing Concepts 2****6 Credits. 3 Lecture Hours. 9 Lab Hours.**

A continuation of NUR 101. Topics include: holistic care of patients with common health problems, nursing processes, communication, evidence-based practice, cultural sensitivity, and effective decision making skills. Students apply specific nursing and assessment skills in the clinical setting.

Prerequisites: NUR 101, BIO 151, MCH 100 and (ENG 101 or ENG REQC) (minimum grade C for all)

Instructor Consent Required

**NUR 103 Nursing Concepts 3****9 Credits. 6 Lecture Hours. 9 Lab Hours.**

A continuation of NUR 102. Topics include: nursing care of children and adults across the life span. Students apply clinical reasoning and nursing skills in simulations and in the clinical setting.

Prerequisites: NUR 102 and BIO 152 and 6 credits of English Composition (minimum grade C for all)

Instructor Consent Required

**NUR 104 Academic Success Strategies for Nursing****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on strategies for academic success in the Nursing associate degree program. Topics include: using college resources; building skills in critical thinking, studying, mathematics, and test-taking; and improving time management skills.

Prerequisites: Instructor consent

Instructor Consent Required

**NUR 105 Nursing LPN to ADN Transition****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course for the LPN who is transitioning into the Associate's degree Nursing program. Topics include: concepts and skills distinctive to the LPN and RN, nursing roles and academic programs, and skills applications in laboratory and clinical settings.

Prerequisites: Unencumbered LPN license in Ohio, and BIO 151 and ENG 101 (minimum grade C for both)

Instructor Consent Required

**NUR 106 Nursing LPN/ADN Bridge****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course for the Licensed Practical Nurse entering the Associate's degree Nursing program. Topics include: nursing care of children, and nursing skills and competencies. Students apply clinical reasoning and nursing skills in simulations and in the clinical setting.

Prerequisites: Unencumbered LPN license in Ohio, and BIO 151 and ENG 101 (minimum grade C for both)

Instructor Consent Required

**NUR 150 Nursing Advanced Standing - LPN to ADN****11 Credits. 11 Lecture Hours. 0 Lab Hour.**

Students may receive up to 11 semester credit hours for prior training as an LPN that applies to credits required in the Associate's degree Nursing program. Nursing Program Chair approval is required.

Prerequisites: Program Chair consent

Instructor Consent Required

**NUR 198 First Year Special Topics in Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Nursing, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**NUR 199 First Year Independent Project in Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Nursing that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Nursing faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**NUR 201 Nursing Concepts 4****11 Credits. 7 Lecture Hours. 12 Lab Hours.**

A continuation of NUR 103. Topics include: nursing care of individuals and families in multiple clinical settings, including mental health/psychiatric nursing, obstetrical nursing, and medical-surgical nursing. Students apply specific skills in the clinical setting.

Prerequisites: NUR 103 or NUR 105, and BIO 152 (minimum grade C for all)

Instructor Consent Required

**NUR 202 Nursing Concepts 5****9 Credits. 6 Lecture Hours. 9 Lab Hours.**

A continuation of NUR 201. Topics include: managing care of patients experiencing complex, acute, and emergency variations in health status; preparing for the NCLEX-RN exam; and preparing for transition to the role of professional nurse. Students apply specific skills in the clinical setting.

Prerequisites: NUR 201, and COMM 105 or COMM 110 (minimum grade C for all)

Instructor Consent Required

**NUR 298 Second Year Special Topics in Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Nursing, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**NUR 299 Second Year Independent Project in Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Nursing that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Nursing faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## OTA

### Courses

**OTA 100 Introduction to Occupational Therapy Assisting****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on history, philosophy, and development of occupational therapy. Topics include: the Occupational Therapy Practice Framework, role and function of occupational therapists and occupational therapy assistants, and relationship of this field to other allied health professions. Students observe community occupational therapy settings.

Prerequisites: Admitted to OTA program (may be Pre-Admit status and completing Selective Enrollment steps)

**OTA 101 Professionalism in Occupational Therapy****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on basic tenets of professional behaviors required for client treatment and working in the health care field. Topics include: professional dress, written and verbal communication, time management, ethics, and professional associations.

Prerequisites: OTA 100 (minimum grade C)

**OTA 105 Theory of Occupational Therapy****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on developmental processes of human performance. Topics include: occupational tasks and roles from birth to death; age-appropriate balance of work, self-care, and play/leisure; the impact of disease; and the therapeutic use of self.

Prerequisites: Admitted to the OTA program through the selective enrollment process, and instructor consent  
Instructor Consent Required

**OTA 106 Techniques of Occupational Therapy****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

A course on use of crafts and occupation-based activity as therapeutic modalities in treatment toward function. Topics include: activity analysis and therapeutic adaptations, problem-solving, and critical thinking.

Prerequisites: Admission to the OTA program through the selective enrollment process, and instructor consent  
Instructor Consent Required

**OTA 110 Concepts and Skills of Occupational Therapy: Psychosocial****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the role of occupational therapy in the treatment of adults in a mental health setting. Topics include: analysis and observational skills, use of self and group for therapeutic intervention, application of group process, and documentation and communication.

Prerequisites: OTA 105, OTA 106 (minimum grade C for both)

**OTA 111 Therapeutic Media for Occupational Therapy: Psychosocial****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

A mental health laboratory experience that accompanies OTA 110. Topics include: leadership and critical thinking skills needed in a group setting, applying group process, and using purposeful activity and crafts as therapeutic tools.

Prerequisites: OTA 105, OTA 106 (minimum grade C for both)

**OTA 120 Concepts and Skills of Occupational Therapy: Pediatrics****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the role of occupational therapy in treatment of children with physical and/or psychological dysfunction. Topics include: normal development, developmental disabilities, choosing functionally significant and age-appropriate treatment interventions, documentation, and the team approach.

Prerequisites: OTA 105, OTA 106 (minimum grade C for both)

**OTA 121 Therapeutic Media for Occupational Therapy: Pediatrics****2 Credits. 0 Lecture Hour. 4 Lab Hours.**

A pediatric laboratory experience that accompanies OTA 120. Topics include: basic developmental screening; using play as a therapeutic tool; evaluating other occupational performance skills; using adaptive equipment; and therapeutic techniques for positioning, handling, and feeding.

Prerequisites: OTA 105, OTA 106 (minimum grade C for both)

**OTA 180 Occupational Therapy Assisting Level I Fieldwork 1****2 Credits. 1 Lecture Hour. 5 Lab Hours.**

Directed observation and participation in a community occupational therapy setting with emphasis on pediatric topics. Students must provide proof of current certification in CPR and First Aid.

Prerequisites: OTA 105 and OTA 106 (minimum grade C for both)

**OTA 185 Occupational Therapy Assisting Level I Fieldwork 2****2 Credits. 1 Lecture Hour. 5 Lab Hours.**

Directed observation and participation in a community occupational therapy setting with emphasis on psychosocial topics. Students must provide proof of current certification in CPR and First Aid.

Prerequisites: OTA 120 and OTA 121 (minimum grade C for both)

**OTA 198 First Year Special Topics in Occupational Therapy Assistant Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to A course on selected topics related to Occupational Therapy Assistant Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**OTA 199 First Year Independent Project in Occupational Therapy Assistant Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Occupational Therapy Assistant Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Occupational Therapy Assistant Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**OTA 230 Concepts and Skills of Occupational Therapy: Physical Disabilities****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on the role of occupational therapy in treatment of adults and elders with physical dysfunction in settings including in-patient, out-patient and rehabilitation. Topics include: treatment techniques for various diagnoses, treatment planning and implementation, and documentation skills.

Prerequisites: OTA 110, OTA 120, OTA 180, OTA 185 (minimum grade C for all)

**OTA 231 Therapeutic Media for Occupational Therapy: Physical Disabilities****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A physical disabilities laboratory experience that accompanies OTA 230. Topics include: techniques for activities of daily living, therapeutic adaptations, adaptive/assistive equipment, community mobility, community resources, and critical thinking skills.

Prerequisites: OTA 111 and OTA 121 (minimum grade C for both)

**OTA 233 Kinesiology for Occupational Therapy****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on the movement of body parts in relation to rehabilitation therapy. Topics include: kinematics and movement analysis; fabrication, application, fitting, and using orthotic positioning devices; and administering superficial thermal and mechanical modalities to improve occupational performance.

Prerequisites: OTA 110 and OTA 120 (minimum grade C for both)

**OTA 240 Fundamentals of Occupational Therapy Practice****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on professional concerns for the practicing Occupational Therapy Assistant. Topics include: licensure, liability, continuing education, national registration, and promoting occupational therapy. Students prepare for Level 2 Field Work experience.  
Prerequisites: OTA 230, OTA 231, OTA 233 (minimum grade C for all)

**OTA 241 Fundamentals of Occupational Therapy Practice 1****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on professional concerns for the practicing Occupational Therapy Assistant. Topics include: role delineation, supervision, leadership, management, and promoting occupational therapy. Students prepare for the Level II internship experience.  
Prerequisites: OTA 230 and OTA 231 and OTA 280 and OTA 233

**OTA 242 Fundamentals of Occupational Therapy Practice 2****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A continuation of OTA 241. Topics include: preparation for employment including licensure, liability, and the national certification exam.  
Prerequisites: OTA 241

**OTA 245 Therapeutic Media Analysis for Occupational Therapy****1 Credit. 0 Lecture Hour. 3 Lab Hours.**

A course on using crafts and occupation-based activities in various clinical settings. Topics include: analyzing tasks and developing group leadership skills.  
Prerequisites: OTA 230, OTA 231, OTA 233 (minimum grade C for all)

**OTA 280 Occupational Therapy Assisting Level I Fieldwork 3****2 Credits. 1 Lecture Hour. 4 Lab Hours.**

Directed observation and participation in a community occupational therapy setting with emphasis on physical disabilities and geriatric topics. Students must provide proof of current certification in CPR and First Aid.  
Prerequisites: OTA 180 (minimum grade C)

**OTA 283 Occupational Therapy Assisting Level II Fieldwork 1****4 Credits. 0 Lecture Hour. 22 Lab Hours.**

An internship that provides students with full-time work experience for 8 weeks delivering occupational therapy services for various ages and conditions, under the supervision of a registered occupational therapy practitioner.  
Prerequisites: OTA 230, OTA 231, OTA 233, and OTA 280 (minimum grade C for all)

**OTA 285 Occupational Therapy Assisting Level II Fieldwork 2****4 Credits. 0 Lecture Hour. 22 Lab Hours.**

An internship that provides students with full-time work experience for 8 weeks delivering occupational therapy services for various ages and conditions, under the supervision of a registered occupational therapy practitioner.  
Prerequisites: OTA 240 and OTA 245 (minimum grade C for both)

**OTA 294 OTA Level II Fieldwork 1****1 Credit. 0 Lecture Hour. 22 Lab Hours.**

An internship that provides 8 weeks of full-time work experience delivering occupational therapy services for various ages and conditions, under the supervision of a registered occupational therapy practitioner.  
Prerequisites: OTA 230 and OTA 231 and OTA 280

**OTA 295 OTA Level II Fieldwork 2****1 Credit. 0 Lecture Hour. 22 Lab Hours.**

An internship that provides 8 weeks of full-time work experience delivering occupational therapy services for various ages and conditions, under the supervision of a registered occupational therapy practitioner.  
Prerequisites: OTA 230 and OTA 231 and OTA 280

**OTA 298 Second Year Special Topics in Occupational Therapy Assistant Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Occupational Therapy Assistant Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**OTA 299 Second Year Independent Project in Occupational Therapy Assistant Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Occupational Therapy Assistant Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Occupational Therapy Assistant Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## PAS

### Courses

**PAS 100 Theory of Baking****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the science and technical components of baking. Topics include: function of ingredients, such as fats, sugar, liquids, and leavening agents; and flour technology. The course is delivered through online instruction only.  
Prerequisites: Admitted to PAS program, and AFL 085 and AFM 092, or appropriate placement test scores  
Instructor Consent Required

**PAS 105 Fundamentals of Baking****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on baking principles. Topics include: ingredient functions, weighing and measuring procedures, using leavening agents, and producing yeast dough, quick breads, puff pastries, pies, and tarts.  
Prerequisites: Admitted to PAS program, and AFL 085 and AFM 092 or appropriate placement test scores  
Instructor Consent Required

**PAS 110 Celebration Cakes****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on design and production of cakes for celebrations such as weddings, birthdays, anniversaries, and other special occasions.  
Prerequisites: Admitted to PAS program, and AFL 085 and AFM 092, or appropriate placement test scores  
Instructor Consent Required

**PAS 115 Pastry Production and Design****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on production and decorating of cakes, cookies, petits four, and fruit-based desserts. Topics include: make-up methods, finishing techniques, using pastry decoration mediums, and creating a sugar centerpiece.

Prerequisites: PAS 100, PAS 105, PAS 110

Instructor Consent Required

**PAS 120 Nutritional Baking and Cuisine****3 Credits. 1 Lecture Hour. 4 Lab Hours.**

A course on producing nutritional baked goods. Topics include: nutritional significance of ingredients; replacements for fat, sodium, and sugar; and techniques for recipe modification.

Prerequisites: DT 120 and PAS 100 and PAS 105

Instructor Consent Required

**PAS 191 Part-Time Cooperative Education 1: Pastry Arts****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 100 and co op coordinator consent

Instructor Consent Required

**PAS 192 Part-Time Cooperative Education 2: Pastry Arts****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PAS 191

**PAS 193 Part-Time Cooperative Education 3: Pastry Arts****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PAS 192

**PAS 194 Part-Time Cooperative Education 4: Pastry Arts****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PAS 193

**PAS 195 Part-Time Cooperative Education 5: Pastry Arts****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PAS 194

**PAS 196 Part-Time Cooperative Education 6: Pastry Arts****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PAS 195

**PAS 198 First Year Special Topics in Pastry Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to [department/program name], which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PAS 199 First Year Independent Project in Pastry Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Pastry Arts that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Pastry Arts faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PAS 210 Advanced Pastry and Buffet Design****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on production of a pastry buffet. Topics include: decoration techniques, creating dessert platters, and producing sugar centerpieces.

Prerequisites: PAS 115

Instructor Consent Required

**PAS 215 Novelty and Theme Cake Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on production of novelty and theme cakes. Topics include: cake sculpturing techniques, fondant figure-making, figure piping, and creative construction styles.

Prerequisites: PAS 110

Instructor Consent Required

**PAS 220 Advanced Wedding Cake Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on the design and construction of wedding cakes. Topics include: layering and covering tiered cakes, using techniques for fine piping design and royal icing, and creating gum paste flowers and other decorations.

Prerequisites: PAS 110

Instructor Consent Required

**PAS 225 Artisan Bread Baking****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on the production of fine artisan breads. Topics include: techniques for basic sponge and sour dough, lamination of dough, and production of European-style specialty bread products.

Prerequisites: PAS 105

Instructor Consent Required

**PAS 230 Chocolate and Confectionery Production****3 Credits. 0 Lecture Hour. 6 Lab Hours.**

A course on the production of fine chocolate confectionery items, emphasizing candy making and production.

Prerequisites: PAS 105

Instructor Consent Required



**PAS 290 Pastry Capstone****3 Credits. 1 Lecture Hour. 5 Lab Hours.**

Students apply previous training in baking and pastry arts to advanced study of bakery production, emphasizing dessert production for restaurants.

Prerequisites: PAS 220

Instructor Consent Required

**PAS 291 Full-Time Cooperative Education 1: Pastry Arts****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 100 and co op coordinator consent

**PAS 292 Full-Time Cooperative Education 2: Pastry Arts****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PAS 291

Prerequisites: PAS 291

**PAS 293 Full-Time Cooperative Education 3: Pastry Arts****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PAS 292

**PAS 298 Second Year Special Topics in Pastry Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Pastry Arts, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PAS 299 Second Year Independent Project in Pastry Arts****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Pastry Arts that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Pastry Arts faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## PBA

### Courses

**PBA 191 Part-Time Cooperative Education 1: Pre-Business Administration****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**PBA 192 Part-Time Cooperative Education 2: Pre-Business Administration****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PBA 191

**PBA 193 Part-Time Cooperative Education 3: Pre-Business Administration****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PBA 192

**PBA 194 Part-Time Cooperative Education 4: Pre-Business Administration****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PBA 193

**PBA 195 Part-Time Cooperative Education 5: Pre-Business Administration****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PBA 194

**PBA 196 Part-Time Cooperative Education 6: Pre-Business Administration****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PBA 195

**PBA 291 Full-Time Cooperative Education 1: Pre-Business Administration****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190



### **PBA 292 Full-Time Cooperative Education 2: Pre-Business Administration**

**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PBA 291

### **PBA 293 Full-Time Cooperative Education 3: Pre-Business Administration**

**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PBA 292

## **PCC**

### **Courses**

#### **PCC 198 First Year Special Topics in Personal Chef**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Personal Chef, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

#### **PCC 199 First Year Independent Project in Personal Chef**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Personal Chef that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Personal Chef faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

#### **PCC 298 Second Year Special Topics in Personal Chef**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Personal Chef, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

#### **PCC 299 Second Year Independent Project in Personal Chef**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Personal Chef that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Personal Chef faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## **PCSA**

## **PE**

## **Courses**

### **PE 100 Meditation**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on incorporating meditation practice into daily lifestyle. Topics include: introduction to meditation, relaxation techniques, meditation teachings, and breathing techniques.

Prerequisites: None

### **PE 104 Relaxation**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on techniques for incorporating the relaxation response into daily life. Topics include: life choices, environmental stressors, nutrition, and coping skills to deal with stressors.

Prerequisites: None

### **PE 108 Yoga**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on using yoga to provide flexibility, strength, and relaxation and to develop a yoga practice in a group setting. Topics include: yoga postures and movements, breathing techniques, meditation, and yoga philosophy.

Prerequisites: None

### **PE 112 Pilates Mat**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on Joseph Pilates' concepts of body conditioning. Topics include: the effects of posture, flexibility, strength, and breathing techniques on increased body awareness and movement sense.

Prerequisites: None

### **PE 116 Zumba**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course that provides a cardiovascular workout by combining interval training and resistance training with Latin dance music.

Prerequisites: None

### **PE 120 Dance Techniques**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on using and combining techniques for warm-up, barre work, center floor combinations, and across-the-floor choreography. Topics include: ballet, Latin American dance, tap, musical theater dance, and multicultural and contemporary dance styles.

Prerequisites: None

### **PE 124 Spinning**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on using indoor stationary cycling to provide a cardiovascular workout. Topics include: bike set up, pedal stroke, cycling positions, nutrition, periodization, heart rate training, and energy zones.

Prerequisites: None

### **PE 128 Group Fitness**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on techniques for experiencing a total body workout in a group setting, including cardiovascular movement, strength training, and flexibility training.

Prerequisites: None

### **PE 132 Resistance and Cardiorespiratory Training**

**1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on exercise techniques for developing and maintaining physical fitness and good health. Topics include: basic exercise principles, building and retaining muscle mass, and using strength training to improve cardiovascular endurance.

Prerequisites: None

**PE 136 Aikido****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A martial arts course that emphasizes a non-aggressive approach to self defense without injury. Topics include: using the energy of an opponent to diffuse an attack with blending energy, pressure points, and joint locks and pins.

Prerequisites: None

**PE 140 Tai Chi****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on using Yang style Tai-Chi Chuan to improve flexibility, balance, endurance, and health. Topics include: the physiological basis of the techniques, the simplified 24 forms, and stress reduction.

Prerequisites: None

**PE 144 Chinese Kung-Fu****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on fundamentals of the Celestial Mountain Northern Style of Kung-Fu. Topics include: warm-ups, stretch kicks, basic stances and a variety of offensive and defensive techniques.

Prerequisites: None

**PE 148 Hiking Local Trails****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on basic techniques and safe practices for outdoor hiking. Topics include: conditioning, choosing equipment, planning trips and hikes for varied weather conditions, using trail maps, and applying leave-no-trace outdoor ethics. Students must travel to off-campus hiking locations.

Prerequisites: None

**PE 152 Racquetball****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on basic racquetball skills. Topics include: rules, terminology, practice, and game play.

Prerequisites: None

**PE 156 Soccer****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on basic soccer skills. Topics include: rules, terminology, practice, and game play.

Prerequisites: None

**PE 160 Basketball****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on basic basketball skills. Topics include: rules, terminology, dribbling, shooting, passing, team strategy, and game play.

Prerequisites: None

**PE 164 Swimming****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on basic swimming skills, covering topics required for the American Red Cross Learn-to-Swim courses 1, 2, and 3.

Prerequisites: None

**PE 168 Aquatic Group Fitness****1 Credit. 0 Lecture Hour. 2 Lab Hours.**

A course on using a shallow water pool to provide a total body workout in a group setting. Topics include: cardiovascular movement, strength training, and flexibility training.

Prerequisites: None

**PE 198 First Year Special Topics in Physical Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Physical Education, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**PE 199 First Year Independent Project in Physical Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Physical Education that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Physical Education faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PE 298 Second Year Special Topics in Physical Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Physical Education, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**PE 299 Second Year Independent Project in Physical Education****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Physical Education that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Physical Education faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## PHI

### Courses

**PHI 105 Introduction to Philosophy****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of philosophical principles and methods of investigation. Topics include: knowledge, reasoning, morality, and other philosophical concepts associated with notable Western and Eastern philosophers.

Prerequisites: ENG 101

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**PHI 110 Ethics****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of theories and applications of ethics. Topics include: evaluating moral arguments in theoretical and practical situations, applying moral reasoning to contemporary social and cultural problems, and making moral choices using examples related to the student's field of study.

Prerequisites: ENG 101

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**PHI 198 First Year Special Topics in Philosophy****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Philosophy, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PHI 199 First Year Independent Project in Philosophy****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Philosophy that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Philosophy faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PHI 298 Second Year Special Topics in Philosophy****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Philosophy, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PHI 299 Second Year Independent Project in Philosophy****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Philosophy that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Philosophy faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

# PHY

## Courses

**PHY 105 Fire Service Physics****2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on concepts and principles of physics that are applied in public safety technologies. Topics include: the kinematics and dynamics of linear motion, machines, fluid mechanics, thermodynamics, electricity, and electrical safety.

Prerequisites: AFM 094 or AFM 095 or MAT 105 or appropriate placement test score

**PHY 110 Health Physics****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and principles of physics that are applied in health technologies. Topics include: math for physics, the kinematics and dynamics of linear motion, machines, fluid mechanics, temperature, electricity and electrical safety, waves, and light.

Prerequisites: AFM 094 or AFM 095 or MAT 105 or appropriate placement test score

**PHY 115 Aviation Maintenance Physics****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on concepts and principles of physics applied in aviation technologies. Topics include: kinematics and dynamics of one- and two-dimensional motion, work, power, conservation laws, machines, fluid mechanics, and thermodynamics.

Prerequisites: MAT 120 or appropriate placement test score

**PHY 121 Technical Physics 1****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and principles of physics that are applied in engineering technologies. Topics include: the kinematics and dynamics of linear motion, machines, fluid mechanics, and thermodynamics.

Prerequisites: MAT 120 or appropriate placement test score

**PHY 122 Technical Physics 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of PHY 121. Topics include: rotational motion; physical properties; AC, DC, and digital electronics; circuit analysis; waves; and optics.

Prerequisites: PHY 121 or BMT 151

**PHY 150 Introduction to Physics****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on fundamentals of physics. Topics include: laboratory procedures, the controlled experiment, methods of measurement, data collection and analysis techniques, and interpreting experimental results.

Prerequisites: MAT 120 or appropriate placement test score

**PHY 151 Physics 1: Algebra and Trigonometry-Based****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on concepts and principles of algebra-and-trigonometry-based physics. Topics include: kinematics, dynamics, statics, heat, and thermodynamics.

Prerequisites: PHY 150 or MAT 125 or appropriate math placement score

Ohio Transfer Module Approved

**PHY 152 Physics 2: Algebra and Trigonometry-Based****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A continuation of PHY 151. Topics include: waves, electromagnetic radiation, geometrical optics, physical optics, photometry, basic forces in physics, AC and DC circuits, quantum mechanics, and atomic and nuclear physics.

Prerequisites: PHY 151

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**PHY 198 First Year Special Topics in Physics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Physics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PHY 199 First Year Independent Project in Physics****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Physics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Physics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PHY 201 Physics 1: Calculus-Based****5 Credits. 4 Lecture Hours. 2 Lab Hours.**

A course on concepts and principles of calculus-based physics. Topics include: the kinematics and dynamics of linear and rotational motion, gravity, oscillatory motion, waves, and fluid mechanics.

Prerequisites: MAT 126 or MAT 152 or MAT 153 or appropriate placement test score

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**PHY 202 Physics 2: Calculus-Based  
5 Credits. 4 Lecture Hours. 2 Lab Hours.**

A continuation of PHY 201. Topics include: thermodynamics, electric and magnetic fields, dc and ac circuit analysis, electromagnetic radiation, optics including interference and diffraction, and modern physics.

Prerequisites: PHY 201 and MAT 251

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**PHY 298 Second Year Special Topics in Physics  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Physics, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PHY 299 Second Year Independent Project in Physics  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Physics that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Physics faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## PM

### Courses

**PM 100 Introduction to Project Management of Technology  
3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on foundation concepts of the Project Management of Technology program. Topics include: analyzing and developing innovative solutions to business problems, computer networking and software design concepts, negotiation, business and technology ethics, and technology risk management.

Prerequisites: None

**PM 175 Project Management Exam Preparation  
3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on the nine knowledge areas of the Project Management Institute's (PMI) Body of Knowledge: professional conduct, general business information, the PMI code of ethics, and five process groups.

The course prepares students for the PMI Certified Associate exam.

Prerequisites: None

Instructor Consent Required

**PM 191 Part-Time Cooperative Education 1: Project Management  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**PM 192 Part-Time Cooperative Education 2: Project Management  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PM 191

**PM 193 Part-Time Cooperative Education 3: Project Management  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PM 192

**PM 194 Part-Time Cooperative Education 4: Project Management  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PM 193

**PM 195 Part-Time Cooperative Education 5: Project Management  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PM 194

**PM 196 Part-Time Cooperative Education 6: Project Management  
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PM 196

**PM 198 First Year Special Topics in Project Management of  
Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Project Management of Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PM 199 First Year Independent Project in Project Management of  
Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Project Management of Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Project Management of Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PM 210 Comprehensive Project Management****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on complex assignments in project management. Topics include: project management process groups, project integration, and procurement management. The course is delivered through online instruction only and students work in virtual teams.

Prerequisites: MGT 130

Instructor Consent Required

**PM 215 Project Risk Management****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on minimizing risk and maximizing opportunities that occur in project management. Topics include: risk response, risk identification, risk monitoring and control, and risk quantification.

Prerequisites: MGT 130

**PM 220 Earned Value Project Management****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on a systematic approach for controlling, forecasting, planning, and measuring project performance.

Prerequisites: MGT 130

**PM 291 Full-Time Cooperative Education 1: Project Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**PM 292 Full-Time Cooperative Education 2: Project Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PM 291

**PM 293 Full-Time Cooperative Education 3: Project Management****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PM 292

**PM 298 Second Year Special Topics in Project Management of Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Project Management of Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PM 299 Second Year Independent Project in Project Management of Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Project Management of Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Project Management of Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PN****Courses****PN 101 Practical Nursing Concepts 1****8 Credits. 5 Lecture Hours. 9 Lab Hours.**

An introduction to the practical nursing role with applications of basic nursing skills in lab, simulation, and clinical settings. Topics include: pharmacology, safety, nursing process, nursing history and law, and alterations in health.

Prerequisites: Admitted to the Practical Nursing Certificate program, high school biology and chemistry within the past 7 years, and STNA (minimum grade C for all courses)

Instructor Consent Required

**PN 102 Practical Nursing Concepts 2****10 Credits. 7 Lecture Hours. 9 Lab Hours.**

A continuation of PN 101, with applications of clinical reasoning and nursing skills in classroom, lab, simulation, and clinical settings. Topics include: mental health, and care of the patient with alterations in health across the lifespan.

Prerequisites: PN 101

Instructor Consent Required

**PN 103 Practical Nursing Concepts 3****6 Credits. 4 Lecture Hours. 6 Lab Hours.**

A continuation of PN 102 focusing on preparation for transition to the role of the practical nurse, with applications of nursing skills. Topics include: care of the patient with complex alterations in health, women's health/OB, and the professional role.

Prerequisites: PN 102

Instructor Consent Required

**PN 125 Academic Success Strategies for Practical Nursing****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on strategies for academic success in the Practical Nursing Certificate program. Topics include: building skills in critical thinking, studying, mathematics, and test-taking; improving time management skills; and developing effective communication and conflict resolution skills.

Prerequisites: Instructor consent

Instructor Consent Required

**PN 185 Practical Nursing Role Transition****2 Credits. 2 Lecture Hours. 8 Lab Hours.**

Students apply practical nursing knowledge and skills while working with diverse groups of patients. Topics include: professionalism, and transition from student to practical nurse role. To pass the course, students must achieve a predetermined score on a national standardized exam.

Prerequisites: PN 122 (minimum grade C), and PN 182

Instructor Consent Required

**PN 198 First Year Special Topics in Practical Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Practical Nursing, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None



**PN 199 First Year Independent Project in Practical Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Practical Nursing that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Practical Nursing faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PN 298 Second Year Special Topics in Practical Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Practical Nursing, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**PN 299 Second Year Independent Project in Practical Nursing****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Practical Nursing that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Practical Nursing faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## POL

### Courses

**POL 100 Democracy in Action: Making Your Voice and Vote Count**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

An introduction to the role of citizens in a democracy. Topics include: the history of voting in the United States, participation in electoral processes, local and state government, and how voters can make changes in their community.

Prerequisites: None

**POL 101 Introduction to American Government****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of the American political system at the national level. Topics include: democratic theory and principles, the Constitution, civil liberties, and citizen rights.

Prerequisites: AFL 085 or appropriate placement test score

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**POL 102 Introduction to Comparative Governments and Politics**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of political systems and structures. Topics include: the relationship between political ideologies and governments; and comparison of international examples of alternative structures for executive leadership, legislatures, bureaucracy, and judicial systems.

Prerequisites: POL 101

Ohio Transfer Module Approved

**POL 198 First Year Special Topics in Political Science****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Political Science, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**POL 199 First Year Independent Project in Political Science****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Political Science that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Political Science faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**POL 298 Second Year Special Topics in Political Science****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Political Science, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**POL 299 Second Year Independent Project in Political Science****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Political Science that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Political Science faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## PSC

### Courses

**PSC 105 Astronomy****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on fundamentals of astronomy. Topics include: evolution of the solar system, probability of life beyond Earth, and evolution of the universe.

Prerequisites: AFM 094 or AFM 095 or MAT 105 or appropriate placement test score

Ohio Transfer Module Approved

**PSC 110 Earth Science****4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on fundamentals of earth science. Topics include: geologic processes and history of Earth, techniques of weather forecasting, and methods for maintaining environmental integrity.

Prerequisites: AFM 094 or AFM 095 or MAT 105 or appropriate placement test score

Ohio Transfer Module Approved

**PSC 115 Energy****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on fundamental concepts of science related to energy. Topics include: historical energy sources, social costs of energy, and alternative energy sources.

Prerequisites: AFM 094 or AFM 095 or MAT 105 or appropriate placement test score

Ohio Transfer Module Approved

**PSC 198 First Year Special Topics in Physical Science****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Physical Science, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PSC 199 First Year Independent Project in Physical Science**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Physical Science that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Physical Science faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PSC 298 Second Year Special Topics in Physical Science**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Physical Science, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PSC 299 Second Year Independent Project in Physical Science**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Physical Science that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Physical Science faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## PSET

### Courses

**PSET 110 Power Systems Computer Aided Drafting**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on computer aided drafting and design for power systems. Topics include: CAD fundamentals; and designing, modifying, and editing documents that apply to the power systems industry.

Prerequisites: AFL 085, and AFM 094 or MAT 120, or appropriate placement test scores

**PSET 120 Geographic Information Systems (GIS)**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on skills used for computer-aided electronic mapping as applied to the power grid system. Topics include: power grid mapping, map databases, spatial positioning, analysis, modeling, and visualization.

Prerequisites: PSET 110

**PSET 130 National Electric Code and National Electric Safety Code**  
**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on the purpose, intent, use, and enforcement of the National Electric Code (NEC) and the National Electric Safety Code (NESC) in electrical design and in specifications of equipment used in power systems.

Prerequisites: EET 131

**PSET 140 Power Systems Foundations**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

An introduction to electrical power systems from generation to utilization. Topics include: purpose, composition, operating characteristics, and design considerations of power system components; power quality and safety; fundamentals of AC waveforms including single and three phase connections, voltage and current calculations; per-unit representation; and power factor.

Prerequisites: EET 131

**PSET 150 Electrical Power Technology Studies: Adv**  
**30 Credits. 30 Lecture Hours. 0 Lab Hour.**

Students complete apprenticeship education, post-secondary education, or work experience related to skills used in the electrical power industry.

Prerequisites: Program Chair consent  
 Instructor Consent Required

**PSET 191 Part-Time Cooperative Education 1: Power Systems Engineering Technology**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**PSET 192 Part-Time Cooperative Education 2: Power Systems Engineering Technology**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 191

**PSET 193 Part-Time Cooperative Education 3: Power Systems Engineering Technology**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 192

**PSET 194 Part-Time Cooperative Education 4: Power Systems Engineering Technology**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 193

**PSET 195 Part-Time Cooperative Education 5: Power Systems Engineering Technology**  
**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 194

**PSET 196 Part-Time Cooperative Education 6: Power Systems Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 195

**PSET 198 First Year Special Topics in Power Systems Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Power Systems Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**PSET 199 First Year Independent Project in Power Systems Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Power Systems Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Power Systems Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**PSET 225 Industrial and Commercial Power Design****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on design of industrial and commercial building electrical distribution systems. Topics include: load calculations, wiring devices, overcurrent protection, conductors, conduit and raceway systems, panelboards and switchboards, voltage drop calculations, grounding and bonding, branch circuit and feeder design, and motor circuits.

Prerequisites: PSET 140

**PSET 250 Power Transmission and Distribution Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on overhead and underground transmission and distribution systems. Topics include: operation, maintenance, and monitoring of transmission and distribution equipment; transmission line parameters; power flow; design of conductor support structures; overview of system protection; smart grid concepts; and data collection mechanisms.

Prerequisites: PSET 140

**PSET 260 Stationary Engineering with Instrumentation and Controls****4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on steam plant operation and associated instrumentation and controls. Topics include: basic components, maintenance requirements for utility boilers, combined cycle and cogeneration systems, nuclear steam generation, standard pressure and horsepower calculations, and control of major steam boiler processes.

Prerequisites: EMET 140 and EMET 240

**PSET 275 Protective Relays and Controls**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on protective relays and their application to electric transmission and distribution systems. Topics include: power regulation and communication requirements; electro-mechanical relays and breakers, microprocessor relays and synchrophasors; transformers; transmission and distribution lines; capacitor banks; and regulator protection.

Prerequisites: EMET 240 and PSET 225

**PSET 290 Power Systems Capstone****2 Credits. 1 Lecture Hour. 2 Lab Hours.**

Students work in teams to complete a design project. Topics include: design concepts, modeling, detail and assembly drawings, bill of materials, vendors, costs, and manufacture of prototype.

Prerequisites: PSET 220 and PSET 225

**PSET 291 Full-Time Cooperative Education 1: Power Systems Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**PSET 292 Full-Time Cooperative Education 2: Power Systems Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 291

**PSET 293 Full-Time Cooperative Education 3: Power Systems Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 292

**PSET 294 Internship 1: Power Systems Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: EMET 140

**PSET 295 Internship 2: Power Systems Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PSET 294

**PSET 298 Second Year Special Topics in Power Systems Engineering Technology**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Power Systems Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**PSET 299 Second Year Independent Project in Power Systems Engineering Technology**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Power Systems Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Power Systems Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## PST

### Courses

**PST 100 Introduction to Emergency Management**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on professionalism and ethics in the safety and security career fields. Topics include: risk assessment, mitigation, and response; disaster recovery; preparedness; and communications.

Prerequisites: AFL 085 or appropriate placement test score

**PST 110 Introduction to Homeland Security**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on key principles of emergency management and their relationship to homeland security. .

Prerequisites: None

**PST 115 Introduction to Terrorist Groups**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the history, motivation, and activities of terrorists. Topics include: how terrorist groups and individuals evolve, and how governments respond to terrorist events.

Prerequisites: None

**PST 120 Intelligence Analysis and Security Management**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on key principles of physical security. Topics include: passive detection systems; assessing risk; understanding rules of evidence and testifying in court; and using tools such as link analysis, event flow diagrams, and visual intelligence analysis diagrams.

Prerequisites: None

**PST 125 Public Safety Contingency Planning**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on techniques for developing continuity of operations plans (COOP), continuity of government plans (COG), and event and community hazard plans.

Prerequisites: PST 110

**PST 130 Public Safety Communication Practices**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on techniques for communication with employees, the community, and the media during a crisis event.

Prerequisites: None

**PST 135 Disaster Preparedness for Healthcare Workers**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on disaster preparedness, incident command, and risks and hazards as related to the healthcare worker.

Prerequisites: None

**PST 140 Public Safety Telecommunicator**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the role of the telecommunicator. Topics include: classifying and prioritizing calls, responding to calls, managing equipment and records, functioning under the Federal Communications Commission (FCC), and professional ethics.

Prerequisites: AFL 085 or appropriate placement test score

**PST 145 Emergency Medical Dispatcher**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the responsibilities of the emergency medical dispatcher. Topics include: assessing and prioritizing emergency calls, dispatching the appropriate response, and giving callers appropriate instructions until the responding EMS unit arrives.

Prerequisites: PST 140

**PST 150 Law Enforcement Studies: Advanced Standi**

**16 Credits. 16 Lecture Hours. 0 Lab Hour.**

Students may receive up to 16 semester credit hours for successful completion of the Ohio Peace Officer Basic Training or equivalent state/federal law enforcement training. Approval of training by the ATS-Law Enforcement Program Chair is required.

Prerequisites: Program Chair consent

Instructor Consent Required

**PST 198 First Year Special Topics in Public Safety Technology**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Public Safety Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**PST 199 First Year Independent Project in Public Safety Technology**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Public Safety Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Public Safety Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PST 200 Healthcare Security**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on healthcare security programs. Topics include: preventing accidents and injuries, fire safety, and crisis intervention.

Prerequisites: PST 120

**PST 205 Transportation Security**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on providing security for various modes of transportation and transportation facilities. Topics include: airports, railroads, ports, trucking, and pipelines.

Prerequisites: None

**PST 291 Full-Time Cooperative Education 1: Public Safety Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PST 100 (minimum grade C)

Instructor Consent Required

**PST 292 Part-Time Internship 1: Public Safety Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in a part-time unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit.

Prerequisites: PST 100 (minimum grade C)

**PST 294 Full Time Internship 1: Public Safety Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in a full-time unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: PST 100 (minimum grade C)

**PST 298 Second Year Special Topics in Public Safety Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Public Safety Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**PST 299 Second Year Independent Project in Public Safety Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Public Safety Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Public Safety Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

# PSY

## Courses

**PSY 100 Applied Psychology: Human Relations****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on applying psychological principles and theories to everyday life. Topics include: personality, behavioral change, stress and coping, interpersonal communication, relationships, gender and sexuality, and diversity and individual differences.

Prerequisites: None

**PSY 102 Applied Psychology: Stress Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on understanding and managing stress. Topics include: causes and consequences of stress, physiology of stress, social and cultural factors affecting stress, and strategies for managing stress.

Prerequisites: None

**PSY 105 Psychology of Leadership****4 Credits. 2 Lecture Hours. 4 Lab Hours.**

A course on developing leadership and peer mentoring skills. Topics include: holistic, group, and individual leadership; leadership for diversity; and academic retention strategies. Students serve as peer leaders and must attend at least 70% of class sessions for the course they are leading.

Prerequisites: FYE 100 or FYE 105 or FYE 110 or HNR 100 (minimum grade B for all), and AFL 085 or appropriate placement test score

**PSY 110 Introduction to Psychology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on psychology as the scientific study of behavior and mental processes. Topics include: history, experimental psychology, clinical psychology, and human development.

Prerequisites: AFL 085 or appropriate placement test score

Ohio Transfer Module Approved

**PSY 198 First Year Special Topics in Psychology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Psychology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PSY 199 First Year Independent Project in Psychology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Psychology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Psychology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**PSY 200 Abnormal Psychology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Survey of behavioral, emotional, and mental disorders. Topics include: etiology, prognosis, and treatment modalities using the current DSM; historical and cultural viewpoints; research; prevention; substance abuse; and legal and ethical issues.

Prerequisites: PSY 110

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**PSY 205 Child Development****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on a child's development from the prenatal period to age 12. Topics include: influences of physical/neurological, social/emotional, and cognitive factors in development.

Prerequisites: PSY 110

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**PSY 210 Adolescent Development****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on developmental issues of adolescence. Topics include: physical, cognitive, familial, educational/vocational, and social development.

Prerequisites: PSY 110

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved



**PSY 215 Adult Development****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of principles and theories of human growth and development from early adulthood through late adulthood.

Prerequisites: PSY 110

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**PSY 220 Social Psychology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of the individual within the social environment. Topics include: understanding the social behavior of individuals in interactions with others, social interactions in groups, social influence, perception, attraction, aggression, and altruism.

Prerequisites: PSY 110

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**PSY 225 Lifespan Development****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of human development from the prenatal period through late adulthood. Topics include: biological, cognitive, social, and cultural factors that influence development.

Prerequisites: PSY 110

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**PSY 298 Second Year Special Topics in Psychology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Psychology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**PSY 299 Second Year Independent Project in Psychology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Psychology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Psychology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## RE

### Courses

**RE 100 Real Estate Principles and Practices****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on real estate economics required prior to taking the sales license exam. Topics include: principles of contracts, civil rights, ethics, financing, brokerage, appraisal, and Ohio real estate practices.

Prerequisites: None

**RE 105 Real Estate Law****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on Ohio Real Estate Law required prior to taking the sales license exam. Topics include: law of agency as applied to real estate; landlord/tenant law; estates; the sales contract; mortgages, deeds, and property; and financing, liens, and easements.

Prerequisites: None

**RE 110 Real Estate Appraisal and Finance****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques related to residential real estate appraisal and finance, emphasizing Ohio real estate transactions. Topics include: finance instruments, loan processes and documentation, and appraisal methods. This course is required prior to taking the Ohio Real Estate Sales Licensing exam.

Prerequisites: None

**RE 191 Part-Time Cooperative Education 1: Real Estate****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**RE 192 Part-Time Cooperative Education 2: Real Estate****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: RE 191

**RE 193 Part-Time Cooperative Education 3: Real Estate****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: RE 192

**RE 194 Part-Time Cooperative Education 4: Real Estate****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: RE 193

**RE 195 Part-Time Cooperative Education 5: Real Estate****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: RE 194

**RE 196 Part-Time Cooperative Education 6: Real Estate****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: RE 195

**RE 198 First Year Special Topics in Real Estate****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Real Estate, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**RE 199 First Year Independent Project in Real Estate****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Real Estate that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Real Estate faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**RE 291 Full-Time Cooperative Education 1: Real Estate****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

**RE 292 Full-Time Cooperative Education 2: Real Estate****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: RE 291

**RE 293 Full-Time Cooperative Education 3: Real Estate****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: RE 292

**RE 298 Second Year Special Topics in Real Estate****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Real Estate, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**RE 299 Second Year Independent Project in Real Estate****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Real Estate that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Real Estate faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**REL****Courses****REL 105 World Religions****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Comparative study of the major religions of the world. Topics include: foundation and historical development, cultural function, and religious traditions of Hinduism, Islam, Buddhism, Daoism, Confucianism, Jainism, Shintoism, Judaism, Christianity, and other religious movements.

Prerequisites: ENG 101

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**REL 110 The Old Testament****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Nonsectarian study of the Hebrew Bible/Christian Old Testament Bible. Topics include: historical background, authorship, literary themes and forms, and contemporary biblical scholarship.

Prerequisites: ENG 101

**REL 115 The New Testament****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Nonsectarian study of the Christian New Testament Bible. Topics include: historical background, authorship, literary themes and forms, and contemporary biblical scholarship..

Prerequisites: ENG 101

**REL 198 First Year Special Topics in Religion****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Religion, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**REL 199 First Year Independent Project in Religion****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Religion that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Religion faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**REL 298 Second Year Special Topics in Religion****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Religion, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**REL 299 Second Year Independent Project in Religion****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Religion that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Religion faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**RT**

## Courses

### **RT 100 Introduction to Respiratory Care 1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on fundamental concepts in the field of Respiratory Care. Topics include: history of respiratory care, time management, communication, team building, diversity, patient rights and confidentiality, professional ethics, and death and dying. Prerequisites: Respiratory Care Program Chair consent Instructor Consent Required

### **RT 101 Respiratory Care Science 1 4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on fundamentals of pulmonary patient care. Topics include: patient assessment, moving and positioning; oxygen therapy; humidity and aerosol therapies; hospital safety; infection control; respiratory pharmacology; and medical ethics. Prerequisites: Respiratory Care Program Chair consent Instructor Consent Required

### **RT 102 Respiratory Care Science 2 4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of RT 101. Topics include: artificial airways, airway suctioning, cleaning and sterilizing equipment, expansion therapy, bronchial hygiene therapies, pulmonary imaging, intubation, non-invasive ventilation, newborn development, and newborn congenital diseases and conditions. Prerequisites: RT 100 and RT 101 and RT 172 (minimum grade C for all)

### **RT 103 Mechanical Ventilation 4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on infant and adult mechanical ventilation. Topics include: indications, assessment, application, monitoring, weaning, and modes of mechanical ventilation. Prerequisites: RT 102 and RT 111 and RT 173 (minimum grade C for all)

### **RT 111 Respiratory Care Clinical Practice 1 2 Credits. 1 Lecture Hour. 8 Lab Hours.**

Students practice using respiratory care skills for basic floor therapy in the hospital environment. Topics include: medications administration, oxygen therapy, bronchial hygiene, expansion therapy, and humidification. Prerequisites: RT 100 and RT 101 and RT 172 (minimum grade C for all)

### **RT 112 Respiratory Care Clinical Practice 2 2 Credits. 1 Lecture Hour. 16 Lab Hours.**

A continuation of RT 111. Students practice respiratory care skills and responsibilities in a hospital setting. Topics include: critical care and mechanical ventilation, pulmonary functions, operating room observation, and hyperbaric oxygen. Prerequisites: RT 102 and RT 111 and RT 173 (minimum grade C for all)

### **RT 172 Cardiopulmonary Anatomy and Physiology 4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on the anatomy and physiology of the respiratory and circulatory systems. Topics include: ventilation, diffusion, O<sub>2</sub> and CO<sub>2</sub> transport, acid/base balance, circulation, ventilation/perfusion (VQ) relationships, compliance, resistance, deadspace, and basic ECG interpretation. Prerequisites: Respiratory Care Program Chair consent Instructor Consent Required

### **RT 173 Cardiopulmonary Disease 4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on cardiopulmonary diseases and the diagnosis, treatment, and prognosis of each disease. Topics include: pulmonary diseases and conditions, pulmonary function testing and interpretation, and use of testing in diagnosing pulmonary diseases. Prerequisites: RT 100 and RT 101 and RT 172 (minimum grade C for all)

### **RT 198 First Year Special Topics in Respiratory Care 1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Respiratory Care, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: None

### **RT 199 First Year Independent Project in Respiratory Care 1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Respiratory Care that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Respiratory Care faculty. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: Vary by section

### **RT 201 Advanced Respiratory Critical Care 3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on caring for the critically ill respiratory care patient. Topics include: critical care assessment, medications, hemodynamic monitoring, and critical diseases and conditions. Prerequisites: RT 103 and RT 112 (minimum grade C for both)

### **RT 202 Specialties in Respiratory Care 2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on specialized areas of respiratory care and emerging roles for the respiratory therapist. Topics include: bronchoscopy, tracheostomy, burn care, chest tubes, metabolic testing, exercise testing, pulmonary rehabilitation, capnography, and other specialty areas. Prerequisites: RT 103 and RT 112 (minimum grade C for both)

### **RT 203 Respiratory Care Seminar 2 Credits. 1 Lecture Hour. 2 Lab Hours.**

Students review theory and practice in respiratory care to prepare for national certification examinations. Topics include: Advanced Cardiovascular Life Support (ACLS), starting intravenous therapy (IVs), and transitioning from student to professional. Prerequisites: RT 201 and RT 202 and RT 211 (minimum grade C for all)

### **RT 204 Respiratory Care Capstone 1 Credit. 0 Lecture Hour. 2 Lab Hours.**

Students complete a research project in an approved specialty area in the field of respiratory care. Prerequisites: RT 201 and RT 202 and RT 211 (minimum grade C for all)

**RT 211 Respiratory Clinical Practice 3****2 Credits. 1 Lecture Hour. 16 Lab Hours.**

A continuation of RT 112. Students practice skills and responsibilities for care of ventilator patients in the intensive care unit of a hospital. Topics include: mechanical ventilation, respiratory equipment, home care, neonatal and pediatrics care, and pulmonary rehabilitation. Prerequisites: RT 103 and RT 112 (minimum grade C for both)

**RT 212 Respiratory Clinical Practice 4****2 Credits. 1 Lecture Hour. 16 Lab Hours.**

A continuation of RT 211. Students complete an internship and practice respiratory care skills and responsibilities in multiple healthcare settings. Clinical rotations include: ECG and vascular testing, burn care, extended care facilities, and critical care. Prerequisites: RT 201 and RT 202 and RT 211 (minimum grade C for all)

**RT 298 Second Year Special Topics in Respiratory Care****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Respiratory Care, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: None

**RT 299 Second Year Independent Project in Respiratory Care****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Respiratory Care that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Respiratory Care faculty. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: Vary by section

# SCM

## Courses

**SCM 105 Principles of Supply Chain Management****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of supply chain management and operations. Topics include: logistics, distribution, warehousing, material handling, material flow, transportation, procurement, and tracking. Prerequisites: AFL 080 or appropriate placement test score

**SCM 110 Warehousing and Distribution****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on warehouse management and distribution skills, including OSHA General Industry Training and forklift operator safety training. Topics include: material handling equipment, information technology tools, receiving, order picking, shipping, inventory management, and storage. Prerequisites: None

**SCM 120 Transportation Systems****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on laws, policies, and procedures related to transportation by ground, rail, air, and water. Topics include: planning, traffic management, environmental compliance, and relationships among suppliers, producers, and consumers. Prerequisites: None

**SCM 191 Part-Time Cooperative Education 1: Supply Chain Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: BUS 190

**SCM 192 Part-Time Cooperative Education 2: Supply Chain Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: SCM 191

**SCM 193 Part-Time Cooperative Education 3: Supply Chain Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: SCM 192

**SCM 194 Part-Time Cooperative Education 4: Supply Chain Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: SCM 193

**SCM 195 Part-Time Cooperative Education 5: Supply Chain Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: SCM 194

**SCM 196 Part-Time Cooperative Education 6: Supply Chain Management****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: SCM 195



**SCM 198 First Year Special Topics in Supply Chain Management**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Supply Chain Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
 Prerequisites: Vary by section

**SCM 199 First Year Independent Project in Supply Chain Management**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Supply Chain Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Supply Chain Management faculty. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: Vary by section

**SCM 205 Inventory Management and Control**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on inventory management and movement of materials. Topics include: independent and dependent demand methods, material management, manufacturing principles, predicting demand, just-in-time operations, quality control, and tracking and logistics technologies.  
 Prerequisites: SCM 105

**SCM 210 Procurement Management**  
**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on procurement principles and practices. Topics include: strategic planning, quality control, purchasing laws and ethics, cost estimating, contract management, inventory control, and risk management.  
 Prerequisites: SCM 105

**SCM 290 Supply Chain Management Capstone**  
**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

Students use case studies and simulations to examine the entire scope of Supply Chain Management, including functional and decision-making areas such as distribution, transportation, inventory management, procurement, and logistics.  
 Prerequisites: SCM 210

**SCM 291 Full-Time Cooperative Education 1: Supply Chain Management**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: BUS 190

**SCM 292 Full-Time Cooperative Education 2: Supply Chain Management**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: SCM 291

**SCM 293 Full-Time Cooperative Education 3: Supply Chain Management**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: SCM 292

**SCM 294 Internship 1: Supply Chain Management**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: BUS 190

**SCM 295 Internship 2: Supply Chain Management**  
**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: SCM 294

**SCM 298 Second Year Special Topics in Supply Chain Management**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Supply Chain Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
 Prerequisites: Vary by section

**SCM 299 Second Year Independent Project in Supply Chain Management**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Supply Chain Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Supply Chain Management faculty. Grades issued are Satisfactory or Unsatisfactory.  
 Prerequisites: Vary by section

## SET

### Courses

**SET 110 HTML for Programmers**

**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on client-side web development from a programmer's perspective. Topics include: HTML, JavaScript, cascading style sheets (CSS), the document object model (DOM), dynamic HTML (DHTML), and regular expressions.  
 Prerequisites: None

**SET 151 C Programming 1**

**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamentals of the C computer programming language. Topics include: decision statements, loops, functions, arrays, strings, structures, pointers, and dynamic memory allocation.  
 Prerequisites: IT 101



**SET 191 Part-Time Cooperative Education 1: Software Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**SET 192 Part-Time Cooperative Education 2: Software Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 191

**SET 193 Part-Time Cooperative Education 3: Software Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 192

**SET 194 Part-Time Cooperative Education 4: Software Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 193

**SET 195 Part-Time Cooperative Education 5: Software Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 194

**SET 196 Part-Time Cooperative Education 6: Software Engineering Technology****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 195

**SET 198 First Year Special Topics in Software Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Software Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**SET 199 First Year Independent Project in Software Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Software Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Software Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

**SET 252 C Programming 2****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of SET 151, using the C++ computer programming language. Topics include: classes, object-oriented programming techniques, polymorphism, inheritance, encapsulation, pointers, memory management, overloading, templates, and advanced data structures.

Prerequisites: SET 151

**SET 253 C Programming 3****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of SET 252, using the C# computer programming language. Topics include: program design, database programming techniques using stored procedures, and views with SQL Server.

Prerequisites: IT 111 and SET 252

**SET 290 Software Engineering Technology Capstone****3 Credits. 1 Lecture Hour. 4 Lab Hours.**

Students apply their programming and database skills to complete a software application.

Prerequisites: IT 103 and IT 111 and SET 252

**SET 291 Full-Time Cooperative Education 1: Software Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: None

**SET 292 Full-Time Cooperative Education 2: Software Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 291

**SET 293 Full-Time Cooperative Education 3: Software Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 292

**SET 294 Internship 1: Software Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: CIT 190

**SET 295 Internship 2: Software Engineering Technology****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: SET 294

**SET 298 Second Year Special Topics in Software Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Software Engineering Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Instructor Approval

**SET 299 Second Year Independent Project in Software Engineering Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Software Engineering Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Software Engineering Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor Approval

## SOC

### Courses

**SOC 100 Survey of Social Issues****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of societal issues such as divorce, immigration, welfare, crime, terrorism, and other topics.

Prerequisites: None

**SOC 105 Introduction to Sociology****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and theories of contemporary sociology. Topics include: sociology as a science, culture, socialization, social change, deviance, and major social institutions such as family, religion, education, and government.

Prerequisites: AFL 085 or appropriate placement test score

Ohio Transfer Module Approved

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**SOC 110 Social Problems****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and theories related to social problems in contemporary society. Topics include: poverty, race, immigration, urbanization, aging, politics and economy, media and technology, and war and terrorism.

Prerequisites: SOC 105 and ENG 101

Ohio Transfer Assurance Guide Approved

**SOC 115 Marriage and the Family****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and theories related to marriage and family as social institutions. Topics include: historical perspectives on marriage, male and female roles, parenting, impact of family on the individual, and impact of society on marital roles.

Prerequisites: SOC 105 and ENG 101

Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

**SOC 120 The African American Family****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on interdisciplinary concepts and theories related to contemporary African American families. Topics include: family life and social stratification; dynamics of middle class, working class, and low income families; and social and economic support structures for families.

Prerequisites: SOC 105 and ENG 101

**SOC 130 Sociology of Aging****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and theories of aging. Topics include: the aging process and the impact of an aging population on individuals and social institutions.

Prerequisites: SOC 105 and ENG 101

Ohio Transfer Module Approved

**SOC 140 Sociology of Gender****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and theories of gender. Topics include: development of sex roles, how sex roles affect individuals and social institutions, and changing role patterns in the United States and elsewhere.

Prerequisites: SOC 105 and ENG 101

Ohio Transfer Module Approved

**SOC 198 First Year Special Topics in Sociology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Sociology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**SOC 199 First Year Independent Project in Sociology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to sociology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Sociology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**SOC 200 Race, Ethnicity, and Minorities****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and theories of race and ethnicity within society. Topics include: the effects of prejudice and discrimination on individuals and social institutions.

Prerequisites: SOC 105 and six credits of English Composition  
Ohio Transfer Assurance Guide Approved

**SOC 298 Second Year Special Topics in Sociology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Sociology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**SOC 299 Second Year Independent Project in Sociology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Sociology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Sociology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## SPN

### Courses

**SPN 100 Spanish for the Professions****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course that prepares non-Spanish-speaking students to use Spanish language commands and phrases related to their careers, and to understand cross-cultural concerns that affect interactions with native Spanish speakers. No prior knowledge of Spanish is necessary.

Prerequisites: None

**SPN 101 Elementary Spanish 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on Spanish language and culture that provides the foundation for understanding, speaking, reading, and writing Spanish.

Prerequisites: None

**SPN 102 Elementary Spanish 2****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of SPN 101. Topics include: developing skills in understanding, speaking, reading, and writing Spanish.

Prerequisites: SPN 101 or Spanish Department chair consent

**SPN 198 First Year Special Topics in Spanish****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Spanish, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**SPN 199 First Year Independent Project in Spanish****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Spanish that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Spanish faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**SPN 200 Spanish Conversation and Composition****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on developing fluency in conversational and written Spanish while examining contemporary topics relevant to diverse elements of Hispanic/Latino culture.

Prerequisites: SPN 102 or Spanish Department chair consent

**SPN 201 Intermediate Spanish 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of SPN 102. Topics include: developing fluency in Spanish grammar and syntax through reading short literary pieces, composition, and conversation.

Prerequisites: SPN 102 or Spanish Department chair consent

**SPN 202 Intermediate Spanish 2****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of SPN 201. Topics include: developing additional skills and fluency in Spanish through reading short literary pieces, composition, and conversation.

Prerequisites: SPN 201 or Spanish Department chair consent

**SPN 221 Spanish 1 for Business and Finance****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on developing fluency in Spanish grammar and syntax through reading, writing, and speaking about business and finance-related topics.

Prerequisites: SPN 102 or Spanish Department chair consent

**SPN 222 Spanish 2 for Business and Finance****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of SPN 221. Topics include: developing additional skills and fluency in Spanish through reading, writing, and speaking about business and finance-related topics.

Prerequisites: SPN 221 or Spanish Department chair consent

**SPN 290 Study Abroad Service Learning****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students participate in global cultural experiences through travel, service learning, and sustainable community development projects. Students must complete 20 hours of classroom activities prior to the group travel experience. Fluency in Spanish is desirable but not required.

Prerequisites: Minimum GPA of 2.0, and not on academic probation, and instructor consent

Instructor Consent Required

**SPN 298 Second Year Special Topics in Spanish****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Spanish, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**SPN 299 Second Year Independent Project in Spanish****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Spanish that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Spanish faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## SPT

## Courses

### **SPT 100 Introduction to Sport Management**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the sport industry and the role of sport management. Topics include: the functions of sport in society, athletic administration, and educational and career pathways in sport management. Prerequisites: AFL 085 or appropriate placement test score

### **SPT 105 Sport in Society**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the scope and effect of sport and physical activity in society. Topics include: business of sport, media and sport, sporting behavior, diversity and sport, and women and sport. Prerequisites: None

### **SPT 110 Principles of Coaching**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the role of the coach and coaching in sport. Topics include: concepts, functions, and techniques related to coaching athletes in various team and individual sports. Prerequisites: None

### **SPT 115 Ethics in Sport**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on ethical concerns in the sport industry. Topics include: moral reasoning, values in sport, sportsmanship, and ethical dilemmas and legal issues in sport. Prerequisites: SPT 100

### **SPT 120 Sport Marketing**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on principles and techniques for sport marketing. Topics include: fundamental marketing concepts, advertising, public relations, sponsorships, promotions, and merchandizing. Prerequisites: SPT 100

### **SPT 198 First Year Special Topics in Sport Management**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Sport Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: Vary by section

### **SPT 199 First Year Independent Project in Sport Management**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Sport Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Sport Management faculty. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: Vary by section

### **SPT 298 Second Year Special Topics in Sport Management**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Sport Management, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: Vary by section

### **SPT 299 Second Year Independent Project in Sport Management**

**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Sport Management that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Sport Management faculty. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: Vary by section

## ST

### Courses

#### **ST 100 Introduction to Surgical Technology**

**1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on the history and development of surgical technology. Topics include: the perioperative environment, surgical instrumentation, the surgical technologist's role and attributes for success, professional organizations, and legal terms related to the profession. Prerequisites: None

#### **ST 101 Surgical Foundations and Procedures 1**

**6 Credits. 6 Lecture Hours. 0 Lab Hour.**

A course on concepts and skills for surgical technology. Topics include: professional and workplace management; medical terminology; informatics; patient care; surgical asepsis and infection control; decontamination, disinfection, and reprocessing methods; instrumentation; sterile storage and distribution; basic pharmacology; anesthesia; specimen care; and surgical supplies and equipment. Prerequisites: Admitted to the ST program through the selective enrollment process, and ST 100 and BIO 151 and MAT 105, and one FYE course (minimum grade C for all), and instructor consent  
Instructor Consent Required

#### **ST 102 Surgical Foundations and Procedures 2**

**6 Credits. 6 Lecture Hours. 0 Lab Hour.**

A continuation of ST 101. Topics include: wound classifications; wound healing; tissue approximation; sutures; abdominal incisions; and procedural steps for abdominal wall hernia repairs, and gastrointestinal and accessory organs, breast, gynecological, obstetrical, and plastic/reconstructive surgery. Prerequisites: BIO 152 and BIO 220 and ST 101 (minimum grade C for all), and ST 111

#### **ST 111 Surgical Principles and Practice 1**

**2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course that prepares students to perform assistant circulating skills through activities conducted in a simulated operating room setting on campus.

Prerequisites: Admitted to the ST program through the selective enrollment process, and ST 100 (minimum grade of C), and instructor consent  
Instructor Consent Required

#### **ST 112 Surgical Principles and Practice 2**

**2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course that prepares students to perform first scrub role skills through activities conducted in a simulated operating room setting on campus. Prerequisites: ST 101 (minimum grade C), and ST 111

#### **ST 181 Surgical Technology Clinical Skills Application 1**

**2 Credits. 1 Lecture Hour. 3 Lab Hours.**

Students participate in uncompensated clinical experiences performing beginning-level assistant circulating skills in the operating room of an affiliate hospital, and attend a weekly seminar. Prerequisites: ST 101 (minimum grade C), and ST 111



**ST 182 Surgical Technology Clinical Skills Application 2****2 Credits. 0 Lecture Hour. 6 Lab Hours.**

A continuation of ST 181. Students perform uncompensated beginning-level scrub skills during assigned operative procedures at an affiliate hospital. Students' skills are evaluated in relation to future employment.

Prerequisites: ST 102 (minimum grade C), and ST 112 and ST 181

**ST 198 First Year Special Topics in Surgical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Surgical Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**ST 199 First Year Independent Project in Surgical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Surgical Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Surgical Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**ST 201 Advanced Surgical Procedures 1****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A course on specialized surgical procedures. Topics include: otorhinolaryngology procedures including head/neck and oral maxillary surgery; and ophthalmic, genitourinary, and orthopedic surgery.

Prerequisites: ST 102 (minimum grade C), and ST 112 and ST 181

**ST 202 Advanced Surgical Procedures 2****4 Credits. 4 Lecture Hours. 0 Lab Hour.**

A continuation of ST 201. Topics include: perivascular, thoracic, cardiac, neurology, and transplant surgery, and pediatric procedures.

Prerequisites: ST 201 (minimum grade C), and ST 182

**ST 281 Surgical Technology Clinical Directed Practice 1****5 Credits. 1 Lecture Hour. 24 Lab Hours.**

Students demonstrate competency in scrub skills related to general and specialty operative procedures at an assigned affiliate hospital, and attend a weekly seminar on campus.

Prerequisites: ST 201 (minimum grade C), and ST 182

**ST 282 Surgical Technology Clinical Directed Practice 2****5 Credits. 1 Lecture Hour. 24 Lab Hours.**

A continuation of ST 281. Students demonstrate competency in scrub skills while performing assigned procedures at an affiliate hospital, and attend a weekly seminar on campus. Students must complete the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination as a course requirement.

Prerequisites: ST 202 (minimum grade C), and ST 281

**ST 298 Second Year Special Topics in Surgical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Surgical Technology, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

**ST 299 Second Year Independent Project in Surgical Technology****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Surgical Technology that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Surgical Technology faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

# STFA

## Courses

**STFA 150 Perioperative Bioscience****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts of perioperative bioscience. Topics include: advanced microbiology and pathology, surgical pharmacology, and anesthesia management.

Prerequisites: Admitted to the STFA Certificate Program  
Instructor Consent Required

**STFA 155 Principles of First Assisting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on the history and role of the first assistant. Topics include: performing perioperative functions; moral, ethical, and legal responsibilities; surgical interventions for specific patient groups; complications and surgical emergencies; and career options.

Prerequisites: Admitted to STFA Certificate Program  
Instructor Consent Required

**STFA 161 Surgical Specialties 1****7 Credits. 7 Lecture Hours. 0 Lab Hour.**

A course on the first assistant's role in a variety of surgical procedures. Topics include: general surgery; endoscopic procedures; and gynecological, obstetrical, genitourinary, plastic/reconstructive, otorhinolaryngologic, and pediatric procedures.

Prerequisites: STFA 150, STFA 155 (minimum grade C for both)

**STFA 162 Surgical Specialties 2****7 Credits. 7 Lecture Hours. 0 Lab Hour.**

A continuation of STFA 161. Topics include: orthopedic, ophthalmic, neurosurgical, perivascular, thoracic, cardiac, and pediatric surgical procedures.

Prerequisites: STFA 161 (minimum grade C)

**STFA 181 First Assisting Clinical 1****2 Credits. 1 Lecture Hour. 12 Lab Hours.**

Students complete an individualized clinical practicum to demonstrate manual and behavioral skills under the preceptorship of a surgeon at a facility of student's choice. Skills application includes: general surgery; and endoscopic, gynecological, obstetrical, genitourinary, plastic/reconstructive, otorhinolaryngologic, and pediatric procedures.

Prerequisites: STFA 150, STFA 155 (minimum grade C for both)

**STFA 182 First Assisting Clinical 2****2 Credits. 1 Lecture Hour. 12 Lab Hours.**

A continuation of STFA 181. Students must complete the required number of procedures, under the supervised preceptorship of a surgeon, in any combination of the following surgical specialties: pediatric, orthopedic, ophthalmic, neurosurgical, perivascular, thoracic, and cardiac surgical procedures.

Prerequisites: STFA 181

**STFA 198 First Year Special Topics in Surgical Technology First Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Surgical Technology First Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None



**STFA 199 First Year Independent Project in Surgical Technology First Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Surgical Technology First Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Surgical Technology First Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**STFA 298 Second Year Special Topics in Surgical Technology First Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Surgical Technology First Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: None

**STFA 299 Second Year Independent Project in Surgical Technology First Assisting****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Surgical Technology First Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Surgical Technology First Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## SWK

### Courses

**SWK 110 Introduction to Social Work  
3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the social work profession. Topics include: social work institutions, values, ethics, and modes of practice with varying systems and populations.

Prerequisites: ENG 101, SOC 105

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**SWK 198 First Year Special Topics in Social Work****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Social Work, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**SWK 199 First Year Independent Project in Social Work****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Social Work that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Social Work faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**SWK 200 Social Welfare Policy****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the relationships between policy, practice, and problem solving that contribute to delivery of social services to alleviate human suffering and promote social justice.

Prerequisites: SWK 110

Ohio Transfer Assurance Guide Approved

**SWK 205 Case Management for Human Services Professionals  
3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on theoretical concepts and professional skills for providing social services within the social welfare system.

Prerequisites: SWK 200

**SWK 215 Human Services Practicum  
2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Students spend at least seven hours per week in a supervised experience in a social service setting.

Prerequisites: SWK 110

**SWK 298 Second Year Special Topics in Social Work  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Social Work, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**SWK 299 Second Year Independent Project in Social Work  
1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Social Work that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Social Work faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## TBE

### Courses

**TBE 101 Introduction to Incident Management Operations  
1 Credit. 1 Lecture Hour. 0 Lab Hour.**

This course based on NFPA Standards 1026 & 1670. This is an introductory course on Incident Management Operations Topics include: Hazard Identification and Risk Assessment, Incident Response Planning, roles and responsibilities of Incident Command System staff officers, FEMA NIMS, rescue operations strategy & tactics, and responder safety

Prerequisites: None

**TBE 102 Rope Rescue Operations  
2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course based on NFPA Standards 1006 and 1670. Topics include: rope design, rescue knots, anchoring systems, mechanical advantage, load calculations, rappelling, and vertical rescue techniques.

Prerequisites: None

**TBE 103 Water Search and Rescue Operations  
2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course based on NFPA standards 1006 and 1670 for Swift Water Rescue operations to rescue victims from a hazardous water environment. Topics include: using rescue lines, tactics of rescue swimming operations, water-rope operations, and rescue boat operations.

Prerequisites: None

**TBE 104 Permit-Required Confined Space Entry and Rescue  
2 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on entry and rescue operations pertaining to permit-required confined spaces. Topics include: confined space entry techniques, air monitoring, rescue equipment, and rescue techniques.

Prerequisites: None

**TBE 105 Search and Rescue Operations****1 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course based on NFPA Standards 1006 and 1670 for Search and Rescue Operations to search for lost individuals in a rural or wilderness environment. Topics include: search operations tactics, map reading, land navigation, use of GPS, helicopter search operations, and search dogs.

Prerequisites: None

**TBE 106 Trench Rescue Operations****2 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on trench rescue operations as outlined in the 1006 & 1670 NFPA standards. Topics include: soil typing, trench safety, trench shoring, rescue equipment, air monitoring, victim packaging and extrication and rescue strategy techniques.

Prerequisites: None

**TBE 107 Structure Collapse Rescue****2 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on FEMA and NFPA structural collapse rescue standard. Topics include: building design, civil engineering principles, structural shoring, structural concrete, and rescue techniques.

Prerequisites: None

**TBE 108 Vehicle Extrication Operations****1 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course, based on NFPA Stanrads 1006 & 1670, on vehicle design and entrapped victim rescue techniques. Topics include: truck, car and bus design; pneumatic and hydraulic equipment; structural shoring; and victim stabilization and extraction.

Prerequisites: None

**TBE 109 Machinery Rescue Operations****1 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course based on NFPA Standards 1006 & 1670. Machinery rescue techniques involving victims trapped in machinery. Topics include: design and operations, crushed and amputations, victim extractions, pneumatic and hydraulic tools, and use of pneumatics and hydraulic rescue equipment.

Prerequisites: None

**TBE 198 Special Topics in Rescue and Safety****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Rescue and Safety that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**TBE 199 Special Projects in Rescue and Safety****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Rescue and Safety that gives students opportunities to study information not currently covered in other courses. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**TBE 298 Year 2 Special Topics in Technical Rescue & Incident Command****1-4 Credits. 0 Lecture Hour. 0 Lab Hour.**

An advanced course on selected topics related to Technical Rescue & Incident Command that gives students opportunities to study information not currently covered in other courses.

Prerequisites: None

Instructor Consent Required

**Courses****TC 205 Scriptwriting: Short Forms****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing scripts for short form electronic media messages such as commercials and public service announcements. Topics include: analyzing audiences and products; conducting research; preparing copy platforms, scripts, and storyboards; and persuasively presenting concepts.

Prerequisites: MKT 115 and 6 credits of English Composition (minimum grade C for all)

**TC 210 Scriptwriting: Long****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing scripts for long form electronic media messages such as instructional and promotional video and documentaries. Topics include: analyzing audiences and products; conducting research; preparing documentation, scripts, and storyboards; and persuasively presenting concepts.

Prerequisites: MKT 115 and 6 credits of English Composition (minimum grade C for all)

**TC 215 Copywriting****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing promotional messages for print and online distribution. Topics include: analyzing audiences and products, conducting research, developing concepts, preparing copy platforms, selecting writing styles and formats, and designing materials.

Prerequisites: MKT 115 and 6 credits of English Composition (minimum grade C for all)

**TC 220 Instructional Writing****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing instructional materials for print and multimedia distribution. Topics include: analyzing audiences and tasks; creating and revising content; and applying best practices for print, online, and digital document design.

Prerequisites: 6 credits of English Composition, and IM 111 (minimum grade C for all)

**TC 225 Proposal Writing****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing effective proposals to obtain project funding. Topics include: developing strategy; conducting research; interpreting requirements; and organizing, designing, and writing proposals.

Prerequisites: 6 credits of English Composition and IM 111 (minimum grade C for all)

**TC 230 Writing Online Content****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on developing content for websites and Web-supported publishing such as blogs and e-newsletters. Topics include: analyzing audiences and goals, selecting writing styles, creating and revising content, and applying best practices for online and digital document design.

Prerequisites: 6 credits of English Composition and WEB 111 (minimum grade C for all)

**TC 235 User Experience Design and Usability Assessment****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on concepts and techniques for designing and testing online products used by varied audiences. Topics include: principles of user experience design, developing qualitative and quantitative test materials, implementing tests, and reporting on test results.

Prerequisites: 6 credits of English Composition and WEB 111 (minimum grade C for all)

**TC 240 Technical Editing****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on editorial concepts and techniques. Topics include: editorial roles, editorial assessment processes, levels of edit, traditional and digital copymarking, and stylebooks and editorial resources.

Prerequisites: 6 credits of English Composition and IM 111 (minimum grade C for all)

**TC 298 Second Year Special Topics in Technical Communication 1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Technical Communication, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**TC 299 Second Year Independent Project in Technical Communication****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Technical Communication that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Technical Communication faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Instructor approval

## TEC

### Courses

**TEC 110 Nurse Aide Train-the-Trainer****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A state-approved course for nurses teaching either the classroom or clinical supervision portions of an approved Training and Competency Evaluation program for long-term care Nurse Aides.

Prerequisites: None

**TEC 198 Special Topics in Health Business****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health Business that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**TEC 199 Special Projects in Health Business****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Health Business that gives students opportunities to study information not currently covered in other courses. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## TEM

### Courses

**TEM 105 Installation of Solar Thermal Systems****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course for individuals seeking to become installers of solar thermal systems. Topics include: fundamental concepts of solar thermal systems; and design, installation, troubleshooting, and commissioning of systems.

Prerequisites: None

**TEM 107 Install Photovoltaic Sys****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on fundamental concepts and techniques for installing solar photovoltaic (PV) systems. Topics include: designing PV systems and safely installing solar-electric systems. This course prepares students for the NABCEP PV Entry Level Certificate of Knowledge exam.

Prerequisites: None

**TEM 110 Electrical Systems****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

An course on electrical systems found in a manufacturing facility. Topics include: motors and motor control, meters and testing devices, power distribution, and electrical systems.

Prerequisites: None

**TEM 115 Electrical Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on electrical safety issues based on NFPA 70E. Topics include: electrical hazards, comparison of qualified and non-qualified workers, lockout/tagout, safe electrical work practices, and PPE.

Prerequisites: None

**TEM 120 Industrial Electricity for AC and DC Circuits****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on fundamental concepts and safe maintenance techniques used when working with electrical devices and applications.

Prerequisites: None

**TEM 125 Industrial Electronic Devices****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on theory, operation, application, and troubleshooting of solid-state devices used in industrial equipment and controls. Topics include: semi-conductors; transistors as switches; and amplifiers, SCRs, LEDs, and integrated circuits.

Prerequisites: None

**TEM 130 Electrical Control System Devices****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on the devices typically found in an industrial control panel, including relays, timers, contactors, terminal blocks, and control transformers.

Prerequisites: None

**TEM 140 Electrical Ladder Diagrams and Print Reading****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on concepts and skills needed to interpret electrical prints and construct electrical ladder diagrams.

Prerequisites: None

**TEM 150 Industrial Power Systems****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on concepts and skills for working with modern power distribution systems. Topics include: transformers, circuit protection, 1-line diagrams, grounding, switch gears, and electrical safety.

Prerequisites: None

**TEM 160 Motors, Motor Controls, and Drives****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course for maintenance personnel involved in selection, installation, and troubleshooting of industrial 480 three-phase motors, controls and frequency drives. Topics include: control circuits, overload protection, and auxiliary control devices.

Prerequisites: None

**TEM 165 Motion Control Devices and Systems****1.5 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course for the industrial electrician or electrical maintenance technician responsible for installing or troubleshooting motion control devices. Topics include: types and applications of motion control devices used in industry.

Prerequisites: None

**TEM 170 Sensors for Industrial Control Systems****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course for maintenance personnel covering selection, installation, and troubleshooting of discrete and analog sensors commonly found in manufacturing operations. Topics include: limit switches, pressure switches, proximity switches, photo eye sensors, process sensors with analog outputs, and motion sensors.

Prerequisites: None

**TEM 175 Variable Frequency Drives****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on application, selection, installation, programming, and troubleshooting of Variable Frequency Drives (VFDs) used in industry. Topics include: test equipment and motor controls; hardware identification; and determining parameter values for load, torque, and speed.

Prerequisites: None

**TEM 180 Programmable Logic Controllers 1****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on operation, installation, basic programming, and troubleshooting of programmable logic controllers (PLCs) using Allen Bradley SLC-500 and CompactLogix PLCs.

Prerequisites: None

**TEM 185 Programmable Logic Controllers 2****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A continuation of TEM 180, emphasizing techniques used by electricians or instrument technicians who install and troubleshoot advanced PLCs. Topics include: advanced and special program instruction, Human-Machine Interface (HMIs), and communication networks.

Prerequisites: TEM 180

**TEM 190 Troubleshooting Industrial Electrical Equipment****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on systematic approaches for troubleshooting electrical equipment used in industry.

Prerequisites: None

**TEM 198 Special Topics in Industrial Maintenance****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Industrial Maintenance that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**TEM 199 Special Projects in Industrial Maintenance****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Industrial Maintenance that gives students opportunities to study information not currently covered in other courses. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**THE****Courses****THE 105 Theater Appreciation****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of theater as a mode of human expression. Topics include: script analysis, acting styles, directing, and design elements and how these elements contribute to a successful production. Attending one live production is required.

Prerequisites: AFL 085 or appropriate placement test score  
Ohio Transfer Module Approved

**THE 110 History of Theater****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study of the history of Western theater from classical antiquity through contemporary times and examination of each period's contribution to modern theatrical practices. Out-of-class viewing of plays on video is required.

Prerequisites: ENG 101

Ohio Transfer Module Approved

**THE 115 Acting****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Study and practice of creative expression through acting. Topics include: theatrical vocabulary, movement and vocal skills, and preparing for roles through script analysis.

Prerequisites: None

**THE 140 Oral Interpretation of Literature****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on basic techniques for oral performance of literature. Topics include: content analysis of texts, movement and vocal skills, and performance in everyday lives.

Prerequisites: ENG 101

**THE 198 First Year Special Topics in Theater****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Theater, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**THE 199 First Year Independent Project in Theater****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Theater that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Theater faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**THE 240 Performance Practicum****2 Credits. 1 Lecture Hour. 7 Lab Hours.**

Study and application of performance principles through faculty-supervised participation in a College production. May be repeated for credit.

Prerequisites: THE 140 or instructor consent

**THE 298 Second Year Special Topics in Theater****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Theater, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section



**THE 299 Second Year Independent Project in Theater****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Theater that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Theater faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

## THZ

### Courses

**THZ 101 First Responder-OSHA HAZMAT Operations Level****0.5 Credits. 0.5 Lecture Hour. 0 Lab Hour.**

This course is designed to meet the basic operations level to be a hazardous materials (HAZMAT) First Responder. Course topics focus on basic hazard recognition/risk assessment and defensive spill containment techniques. This course is designed to meet the OSHA, USEPA, USDOT, & NFPA training requirements for individuals who handle and/or exposed to hazardous substances. A hazardous substances includes hazardous materials and hazardous wastes.

Prerequisites: None

**THZ 103 HAZMAT (HAZWOPER) Annual Refresher****0.5 Credits. 0.5 Lecture Hour. 0 Lab Hour.**

A course that meets the annual refresher training requirements for individuals who perform environmental clean-up remediation work at sites regulated by federal and state environmental protection agencies. This course also meets the OSHA 29 CFR 1910.120 (HAZWOPER) standard and NFPA Standard 472 for Professional Qualifications for Hazardous Materials Responders.

Prerequisites: None

**THZ 104 OSHA 24-Hour HAZMAT (HAZWOPER) I Technician****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on defensive and offensive measures that stop and contain hazardous substance spills and releases. Topics include: USDOT HAZMAT labeling, air monitoring, DECON operations, respiratory protections, and spill control. This course meets the OSHA, EPA, NFPA and DOT training requirements for individuals who handle and/or are exposed to hazardous material and hazardous waste.

Prerequisites: None

**THZ 105 OSHA 40-Hour HAZMAT (HAZWOPER) Workshop****3 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course for individuals who will perform hazardous materials response activities at the HAZMAT Technician level, and for personnel involved with investigation and remediation of hazardous waste sites and Brown Fields at the General Site Worker Level. This course meets regulatory requirements of OSHA 29 CFR 1910.120 and 29 CFR 1926.62 (Hazardous Waste Operations and Emergency Response), NFPA Standard 472, and USEPA 40 CFR 311.

Prerequisites: None

Instructor Consent Required

**THZ 106 On-Scene Hazardous Materials and All Hazards Incident Command Workshop****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on duties and responsibilities of an On-Scene Incident Commander for all types of hazardous materials and critical incidents. Topics include: National Incident Management System (NIMS), OSHA and FEMA risk assessment, emergency response planning, and HAZMAT strategy and tactics.

Prerequisites: None

**THZ 110 Basic Hazardous Materials Chemistry****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A basic chemistry course specifically designed to assist emergency services and safety professionals who manage or respond to a hazardous material (HAZMAT) event. Topics include: atomic structures, chemical elements, periodic table, chemical bonding, chemical reactions and HAZMAT chemical terminology.

Prerequisites: None

**THZ 120 Disaster Preparedness and Business Continuity Planning****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course that provides the private and public sector management, emergency services, or safety professional an in-depth understanding of management issues involved in disaster planning and an organization's ability to restore normal business operations. Topics include: emergency response plans, risk assessment, crisis management teams, business continuity planning, and continuity of operations. The course materials are based on Department of Homeland Security (DHS) and NFPA 1600-Business Continuity Planning.

Prerequisites: THZ 110

**THZ 130 Radiological and Biological Emergency Preparedness Planning****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course for emergency services or safety professionals, US military personnel, or private sector risk managers on radiological and biological incidents and their consequences. Topics include: terminology, the National Response Framework (NRF) Plan, biological threats, damage assessment, and containment and recovery protocols.

Prerequisites: None

Instructor Consent Required

**THZ 140 Introduction to WMD Terrorism****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course for emergency services and safety professionals and private sector safety and emergency management professionals on terrorism and employment of weapons of mass destruction (WMD). Topics include: counter-terrorism and anti-terrorism techniques employed by US federal agencies and the US Department of Defense; and use of chemical, biological, radiological, nuclear, and explosives in a terrorist incident.

Prerequisites: None

Instructor Consent Required

**THZ 141 Consequences of Terrorism****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course for emergency services or safety professionals on understanding how terrorists plan and execute an attack. Topics include: history of terrorism, terrorist tactics and operations, case studies of terrorist attacks, and cultural and political awareness.

Prerequisites: TBE 101

Instructor Consent Required



**THZ 150 Disaster Modeling****2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course for emergency services or private sector safety professionals on the computer modeling systems used to conduct plume analysis. Topics include: CAMEO (Computer-Aided Management of Emergency Operations), GIS (Geographic Information Systems), WISER (Wireless Information System for Emergency Responders) HAZMAT (Hazardous Material) Response Planning, Emergency Operation Centers, and integration of modeling software into the Common Operating Picture. Prerequisites: None  
Instructor Consent Required

**THZ 160 Crisis Media Relations****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course for the public and/or private sector spokesperson or public affairs officer on media relations and operations during a crisis. Topics include: types of media, public information officer duties and responsibilities, press kits, media plans, and press briefings. Prerequisites: None  
Instructor Consent Required

**THZ 198 Special Topics in Hazard Response****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Hazard Response that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F. Prerequisites: Vary by section

**THZ 199 Special Projects in Hazard Response****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Hazard Response that gives students opportunities to study information not currently covered in other courses. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: Vary by section

**THZ 298 Second Year Special Topics in HAZMAT Response & Disaster Response Management****0.5-4 Credits. 0 Lecture Hour. 0 Lab Hour.**

An advanced course on selected topics related to HAZMAT Response & Disaster Response Management that gives students opportunities to study information not currently covered in other courses. Prerequisites: None  
Instructor Consent Required

# TOS

## Courses

**TOS 101 Work Zone Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

This course is designed to provide an initial and basic overview of key OSHA 29 CFR Parts 1900-1910 General Industry Safety Standards. It is important to remember that this course shall provide only the basics on Occupational Safety. The course is designed for both the worker and novice safety professional. Prerequisites: None  
Instructor Consent Required

**TOS 102 Hoisting and Material Handling Safety****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

This course is designed to provide the basic knowledge on how to develop an organization's safety program based on the OSHA General Industry regulations; 29 CFR Parts 1900-1910. The overall objective of this course is for the student to obtain the knowledge to develop and administer a comprehensive safety program, it is crucial for a safety professional or a member of management to know where to look and how to apply specific OSHA regulations that effect your organization. Prerequisites: None  
Instructor Consent Required

**TOS 110 OSHA 10-Hour General Industry Safety and Health Training Course****1 Credit. 0.5 Lecture Hour. 0 Lab Hour.**

A course for industrial workers and novice safety professionals on basic concepts of the OSHA General Industry Safety Standards. Prerequisites: None

**TOS 111 Osha 30 Hour General Industry Safety and Health Training Course****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques needed to develop and administer a comprehensive safety program for an organization. Topics include: applying OSHA regulations that affect the organization. Prerequisites: None

**TOS 115 OSHA Permit-Required Confined Space Ent****0.5 Credits. 0.5 Lecture Hour. 0 Lab Hour.**

A course on hazards associated with OSHA permit-required confined space entry operations. Topics include: types of confined spaces, lockout/tagout requirements, air monitoring, and equipment for entry. Prerequisites: None

**TOS 117 OSHA Confined Space Entry and Basic Rescue (Awareness Level)****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course for individuals who enter and work in an OSHA classified Permit Required Confined Space. Topics include: OSHA Permit Required Confined Space Program requirements, air monitoring, respiratory protection, lockout-tagout, and confined space entry and rescue equipment. Prerequisites: None

**TOS 120 Fall Protection and Scaffolding Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on the OSHA requirements for scaffold and fall protection safety at a constructional and general industry work site, as covered in OSHA 29 CFR 1926 Subparts L and M. Topics include: scaffold inspection techniques, and selecting and using fall protection equipment. Prerequisites: None

**TOS 121 Excavation Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on requirements governing excavation and trenching operations, as covered in OSHA 29 CFR 1926 Subpart P. Topics include: soil mechanics in relation to stability of shored and unshored slopes and walls of excavations, types of shoring (wood timbers and hydraulic), and soil testing methods. Prerequisites: None

**TOS 122 Work Zone Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on concepts and techniques of work zone safety. Topics include: work zone design, construction, operations, and maintenance; and the Manual on Uniform Traffic Control Devices.

Prerequisites: None

**TOS 123 Hoisting and Material Handling Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on safety considerations in hoisting and material handling operations, as covered in OSHA 29 CFR 1926 (Cranes and Material Handling).

Prerequisites: None

**TOS 124 Electrical Safety****1 Credit. 1 Lecture Hour. 0 Lab Hour.**

A course on requirements governing electrical safe work practices at construction and manufacturing sites, as covered in OSHA 29 CFR Part 1926 and in National Fire Protection Standards 70 and 70 E.

Prerequisites: None

**TOS 130 Safety Trainer and Training Management****1.5 Credit. 1 Lecture Hour. 1 Lab Hour.**

A course to train instructors in methods used to teach employees safety practices and to develop safety training programs. Topics include: the adult learning model, teaching methods for adult learners, needs assessment, course and program design, student assessment methods, and documentation and record keeping. The course is based on criteria from American National Standards (ANSI) Z 490.1-2009.

Prerequisites: None

**TOS 198 Special Topics in Occupational Safety****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Occupational Safety that gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**TOS 199 Special Projects in Occupational Safety****0.5-7 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Occupational Safety that gives students opportunities to study information not currently covered in other courses. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**TOS 289 Year 2 Special Topics in Occupational Safety & Regulatory Compliance****0.5-4 Credits. 0 Lecture Hour. 0 Lab Hour.**

An advanced course on selected topics related to Occupational Safety & Regulatory Compliance that gives students opportunities to study information not currently covered in other courses.

Prerequisites: None

Instructor Consent Required

**TPI****Courses****TPI 110 Process Control and Instrumentation 1: Pressure Control**  
**2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A course on foundation concepts related to process controls and instrumentation. Topics include: controllers, transmitters, variable frequency drives (VFDs) and control valves, and automatic control techniques. Laboratory exercises include loop wiring, calibration, controller configuration, and troubleshooting.

Prerequisites: None

**TPI 120 Process Control and Instrumentation 2: Temperature Control**  
**2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A continuation of TPI 110. Topics include: control of temperature and pressure. Activities include laboratory exercises and computer simulations.

Prerequisites: TPI 110

**TPI 130 Process Control and Instrumentation 3: Level and Flow**  
**2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A continuation of TPI 120. Topics include: control of level and flow, installation, calibration, configuration, and troubleshooting. Activities include laboratory exercises.

Prerequisites: TPI 120

**TPI 140 Process Control and Instrumentation 4: Final Control**  
**2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A continuation of TPI 130. Topics include: industry use of final control units; and how to select, install, configure, and troubleshoot pneumatic control valves and variable frequency drives (VFDs). Activities include laboratory exercises.

Prerequisites: TPI 130

**TPI 150 Process Control and Instrumentation 5: Analytical Control**  
**2.5 Credits. 2 Lecture Hours. 1 Lab Hour.**

A continuation of TPI 140. Topics include: control of analytical and measurement processes such as ORP, pH, conductivity, and chromatography. Activities include laboratory exercises.

Prerequisites: TPI 140

**UND****Courses****UND 099 CONSORTIUM CROSS-REGISTRATION**  
**12.00 Credits. 0 Lecture Hour. 0 Lab Hour.**

Prerequisites: None

Instructor Consent Required

**WEB****Courses****WEB 111 Web Development 1**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

An introduction to website design using XHTML and HTML5.

Prerequisites: None

**WEB 112 Web Development 2**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A continuation of WEB 111. Topics include: advanced use of cascading style sheets, and ensuring multi-platform and cross-browser usability of websites.

Prerequisites: WEB 111 (minimum grade C)

**WEB 130 Web Programming: JavaScript**  
**3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamentals of the JavaScript scripting language.  
Prerequisites: WEB 111 (minimum grade C)

**WEB 191 Part-Time Cooperative Education 1: Web & Multimedia Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: None

**WEB 192 Part-Time Cooperative Education 2: Web & Multimedia Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 191

**WEB 193 Part-Time Cooperative Education 3: Web & Multimedia Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 192

**WEB 194 Part-Time Cooperative Education 4: Web & Multimedia Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 193

**WEB 195 Part-Time Cooperative Education 5: Web & Multimedia Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 194

**WEB 196 Part-Time Cooperative Education 6: Web & Multimedia Design****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 195

**WEB 198 First Year Special Topics in Web & Multimedia Design**  
**1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Web & Multimedia Design, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Instructor Approval

**WEB 199 First Year Independent Project in Web & Multimedia Design****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Web & Multimedia Design that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Web & Multimedia Design faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Instructor Approval

**WEB 200 Web Design Portfolio Review****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

An assessment of skills required to enter upper-level courses in the Web & Multimedia Design program, including a technical skills exam and presenting a portfolio to a panel of evaluators. Students receive grades of Satisfactory or Unsatisfactory, and must pass the course to be eligible for cooperative education assignments. Those who do not pass may make one additional attempt.  
Prerequisites: Web Multimedia Design Program Chair consent

**WEB 220 Animated and Interactive Web Content****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on professional techniques for using Adobe Flash. Topics include: animating, creating and manipulating images; and creating interactive websites and menus.  
Prerequisites: WEB 111 (minimum grade C)

**WEB 235 Responsive Web Design****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on designing websites using a responsive web design approach to provide optimal viewing experiences across a range of devices including mobile phones, tablets, laptop and desktop computers. Topics include: fluid proportion-based grids, flexible images, and CSS3 media queries.  
Prerequisites: WEB 112

**WEB 240 Web Development: Advanced Topics****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on current concepts and techniques used in web design. Topics include: content management systems, and mobile applications.  
Prerequisites: WEB 112 (minimum grade C)

**WEB 285 Web & Multimedia Design Independent Final Project****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Qualified students work individually or with an approved team from concept to completion on a web and multimedia design project, and present the results to reviewers. Topic and outline must be presented to a jury of instructors, and approved prior to course registration. Students who do not successfully complete the course may make one additional attempt.  
Prerequisites: Web Design Program Chair consent, and minimum 3.0 GPA  
Instructor Consent Required

**WEB 290 Web & Multimedia Design Capstone****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

Qualified students work in structured teams to develop web and multimedia deliverables for an external client, and present the results to reviewers. Activities include audience, client, and market analysis; and all phases of production of materials. Students who do not successfully complete the course may make one additional attempt. Prerequisites: Web Multimedia Design Program Chair consent, and minimum 2.5 GPA  
Instructor Consent Required

**WEB 291 Full-Time Cooperative Education 1: Web & Multimedia Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: None

**WEB 292 Full-Time Cooperative Education 2: Web & Multimedia Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 291

**WEB 293 Full-Time Cooperative Education 3: Web & Multimedia Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 292

**WEB 294 Internship 1: Web Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: MID 190, WEB 200

**WEB 295 Internship 2: Web Design****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WEB 294

**WEB 298 Second Year Special Topics in Web & Multimedia Design****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Web & Multimedia Design, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.  
Prerequisites: Instructor Approval

**WEB 299 Second Year Independent Project in Web & Multimedia Design****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Web & Multimedia Design that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Web & Multimedia Design faculty. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: Instructor Approval

**WLD****Courses****WLD 100 Fundamentals of Welding****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on fundamental principles of welding and joining processes. Topics include: oxy-acetylene welding and cutting techniques, plasma cutting, track cutting, and welding safety.  
Prerequisites: None

**WLD 105 Print Reading and Weld Design****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on interpreting various types of prints used in the welding industry. Topics include: print reading, measurements, types of welds and joints, welding symbols, technical math, and metric conversions.  
Prerequisites: AFM 092 or appropriate placement test score

**WLD 111 Shielded Metal Arc Welding 1****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on techniques and operations associated with Shielded Metal Arc Welding (SMAW). Topics include: SMAW theory and operating principles, all-position welding of groove welds, and fillet welding using electrodes E6010, E6013, and E7018.  
Prerequisites: WLD 100

**WLD 112 Shielded Metal Arc Welding 2****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A continuation of WLD 111 covering techniques and operations associated with Shielded Metal Arc Welding (SMAW). Topics include: all-positions open V-groove welds on plate, and fillet welds.  
Prerequisites: WLD 111

**WLD 115 Gas Metal Arc Welding and Flux Cored Arc****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on welding techniques associated with Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW). Topics include: GMAW and FCAW theory, operating principles, equipment, and accessories; GMAW spray transfer techniques; and FCAW-G/GM (dual shielded) and FCAW-S (self-shielded) operations.  
Prerequisites: WLD 100

**WLD 191 Part-Time Cooperative Education 1: Welding****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: WLD 115



**WLD 192 Part-Time Cooperative Education 2: Welding****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 191

**WLD 193 Part-Time Cooperative Education 3: Welding****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 192

**WLD 194 Part-Time Cooperative Education 4: Welding****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 193

**WLD 195 Part-Time Cooperative Education 5: Welding****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 194

**WLD 196 Part-Time Cooperative Education 6: Welding****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 195

**WLD 198 First Year Special Topics in Welding****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Welding, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**WLD 199 First Year Independent Project in Welding****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Welding that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Welding faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

**WLD 210 Gas Tungsten Arc Welding****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on techniques and operations associated with Gas Tungsten Arc Welding (GTAW). Topics include: GTAW theory, machines and set up, GTAW welding on non-ferrous and ferrous materials, and GTAW all-positions welding.

Prerequisites: WLD 100

**WLD 220 Metal Fabrication****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on metal fabrication techniques used in industry. Topics include: thermal cutting; oxy-fuel gas cutting; plasma arc cutting; basic metal fabrication, layout, assembly, and fit-up; and heat distortion effects.

Prerequisites: WLD 105 and WLD 115

**WLD 231 Pipe Welding 1****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A course on basic techniques associated with pipe welding operations. Topics include: pipe welding theory; pipe welding positions, layout, and preparation; and welding in the 2G and 5G positions with electrodes E6010 and E7018.

Prerequisites: WLD 112

**WLD 232 Pipe Welding 2****4 Credits. 2 Lecture Hours. 6 Lab Hours.**

A continuation of WLD 231 covering techniques associated with pipe welding operations. Topics include: pipe welding theory and nomenclature; safety; advanced pipe welding positions, layout, and preparation; and welding in the 5G and 6G positions using shielded metal arc welding (SMAW) and gas tungsten arc welding (GTAW) processes.

Prerequisites: WLD 231

**WLD 250 Welding Inspection and Codes****3 Credits. 2 Lecture Hours. 3 Lab Hours.**

A course on welding techniques as applied to the American Welding Society Structural Steel Code D1.1. Topics include: weld discontinuities, visual examination, intermediate layers, completed welds, and required documentation. Students perform welder qualification tests and practice inspecting weld defects.

Prerequisites: WLD 112

**WLD 260 Weldability of Metals****3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on properties of metals that affect weldability. Topics include: carbon steels, low alloy steels, tool steels, and stainless steels; cast iron and non-ferrous metals; processes including pre-heating, post-heating, annealing, normalizing, and hardening; repair welding techniques; and Rockwell hardness testing.

Prerequisites: WLD 100

**WLD 291 Full-Time Cooperative Education 1: Welding****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 100



**WLD 292 Full-Time Cooperative Education 2: Welding****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 291

**WLD 293 Full-Time Cooperative Education 3: Welding****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 292

**WLD 294 Internship 1: Welding****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 100

**WLD 295 Internship 2: Welding****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: WLD 294

**WLD 298 Second Year Special Topics in Welding****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Welding, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

**WLD 299 Second Year Independent Project in Welding****1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Welding that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Welding faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

# Workforce Development Center

In collaboration with the academic divisions of the College, the Workforce Development Center at Cincinnati State offers several programs and courses that allow students to earn college credit while also gaining technical career skills.

In addition to the credit-bearing programs and courses described in this Catalog, the Workforce Development Center offers a wide range of specialized workforce education and training programs that meet the needs of corporations, government agencies, and not-for-profit agencies.

The Workforce Development Center offers these college-credit certificates:

- Disaster Response Management Certificate (HAZC)
- Industrial Controls and Instrumentation Certificate (ICIC)
- Industrial Electrical Maintenance Certificate (IEMC)
- Machine Maintenance Certificate (MMCC)
- Manufacturing Machine Operation Certificate, Level 1 (MMOC1)
- Manufacturing Machine Operation Certificate, Level 2 (MMOC2)
- Programmable Logic Controllers Certificate (PLCC)

For more information about these certificates and many other short-term training programs provided by the Workforce Development Center, call (513) 569-1643 or toll-free (888) 569-1709, or visit the Workforce Development Center (<http://www.cincinnatiastate.edu/academics%5Cworkforce-development-center>) section of the College website.

## Disaster Response Management Certificate (HAZC)

### Disaster Response Management Certificate (HAZC)

This training program is designed to meet the needs of emergency services personnel (fire, law enforcement, and emergency management) and private/public sector managers responsible for all types of emergency planning and response operations.

The courses are designed to meet the National Incident Management Systems (NIMS) standard for planning and response to an All-Hazards Emergency.

For more information call the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709.

### Disaster Response Management Certificate (HAZC)

Semester 1		Lec	Lab	Credits
TBE 101	Introduction to Incident Management Operations	1	0	1
THZ 110	Basic Hazardous Materials Chemistry	1	0	1

THZ 130	Radiological and Biological Emergency Preparedness Planning	2	0	2
THZ 140	Introduction to WMD Terrorism	2	0	2
<b>Semester 2</b>				
THZ 120	Disaster Preparedness and Business Continuity Planning	2	0	2
THZ 141	Consequences of Terrorism	2	0	2
THZ 150	Disaster Modeling	2	1	2.5
THZ 160	Crisis Media Relations	1	0	1
Total Credits:		13	1	13.5

## Faculty

### Business Manager

Brian Canteel  
brian.canteel@cincinnatiastate.edu

### Program Coordinator

Robert Cutajar  
robert.cutajar@cincinnatiastate.edu

## Industrial Controls and Instrumentation Certificate (ICIC)

### Industrial Controls and Instrumentation Certificate (ICIC)

This hands-on training program is designed for the maintenance person who will install, calibrate, and troubleshoot industrial controls and instruments.

Students who successfully complete the certificate program are prepared to take the International Society of Automation Certified Controls Systems Technician exam.

For more information call the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709.

### Industrial Controls and Instrumentation Certificate (ICIC)

Semester 1		Lec	Lab	Credits
TPI 110	Process Control and Instrumentation 1: Pressure Control	2	1	2.5
<b>Semester 2</b>				
TPI 120	Process Control and Instrumentation 2: Temperature Control	2	1	2.5
<b>Semester 3</b>				
TPI 130	Process Control and Instrumentation 3: Level and Flow	2	1	2.5
<b>Semester 4</b>				
TPI 140	Process Control and Instrumentation 4: Final Control	2	1	2.5
Total Credits:		8	4	10

## Faculty

### Business Manager

James Bax, BS, BBA, MBA  
james.bax@cincinnatiastate.edu

## Industrial Electrical Maintenance Certificate (IEMC)

### Industrial Electrical Maintenance Certificate (IEMC)

This training program is designed to provide the knowledge and hands-on experience necessary for an entry-level electrical maintenance technical technician in industry.

For more information call the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709.

### Industrial Electrical Maintenance Certificate (IEMC)

MMC 105	Shop Math	1
TEM 120	Industrial Electricity for AC and DC Circuits	2.5
TEM 140	Electrical Ladder Diagrams and Print Reading	1
TEM 150	Industrial Power Systems	1
TEM 160	Motors, Motor Controls, and Drives	2.5
TEM 170	Sensors for Industrial Control Systems	1
TEM 180	Programmable Logic Controllers 1	2.5
TEM 190	Troubleshooting Industrial Electrical Equipment	2.5
Total Credits		14

## Faculty

### Business Manager

James Bax, BS, BBA, MBA  
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## Machine Maintenance Certificate (MMCC)

### Machine Maintenance Certificate (MMCC)

This training program is designed to provide the knowledge and hands-on experience necessary for an entry-level mechanical maintenance technician in industry.

For more information call the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709.

### Machine Maintenance Certificate (MMCC)

MMC 105	Shop Math	1
MMC 110	MSSC Certified Production Technician Training	6
MMC 120	Pneumatic Systems 1	2.5
MMC 130	Hydraulic Systems 1	2.5

MMC 140	Mechanical Drive Systems	2.5
MMC 150	Bearings, Seals, and Lubrication	1.5
Total Credits		16

## Faculty

### Business Manager

James Bax, BS, BBA, MBA  
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## Manufacturing Machine Operation Certificates, Levels 1 and 2 (MMOC1, MMOC2)

### Manufacturing Machine Operation Level 1 Certificate (MMOC1)

The Manufacturing Machine Operation Level 1 Certificate provides foundation skills needed for entry level employment as a computer numerical control (CNC) machine operator in a manufacturing facility. The certificate also prepares students to take certification exams offered by the National Institute for Metalworking Skills (NIMS).

Students develop skills including manufacturing machine safety, measurement and blueprint reading, materials and product inspection, and statistical process control. Additionally, students perform machining operations such as drilling, tapping, boring, turning, and conventional milling and lathe work using various manual and CNC machine tools.

### Manufacturing Machine Operation Level 2 Certificate (MMOC2)

The Manufacturing Machine Operation Level 2 Certificate provides advanced skills training in programming of computerized numerical control (CNC) equipment, using simulators and live operation of a CNC Machining Center and CNC Lathe. This certificate is designed for machine operators, machinists, programmers, engineers, and supervisors.

Students who complete the Level 2 certificate gain understanding of how to use CNC programs to develop parts in compliance with industry plans, specifications, and standards. Additionally, students inspect and evaluate parts and materials to meet design specifications. The certificate also prepares students to take certification exams offered by the National Institute for Metalworking Skills (NIMS).

For more information call the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709.

### Manufacturing Machine Operation Level 1 Certificate (MMOC1)

Semester 1		Lec	Lab	Credits
MMC 105	Shop Math	1	0	1
MMO 111	Mechanical Plan Reading 1	2	0	2
MMO 120	Mechanical Machining	0	6	3
MMO 125	Introduction to CNC	1	2	2

XXX XXX	2	0	2
Technical Elective			
Total Credits:	6	8	10

**Technical Elective (minimum 2 credits required)**

MMO 110	OSHA General Industry Safety	2		
& MMO 130	and Statistical Process Control Fundamentals *			
MMC 110	MSSC Certified Production Technician Training	6		

\* Must complete both courses to earn credit for Technical Elective.

## Manufacturing Machine Operation Level 2 Certificate (MMOC2)

Semester 1		Lec	Lab	Credits
MMO 112	Mechanical Plan Reading 2	2	0	2
MMO 135	CNC Programming Fundamentals	2	2	3
MMO 136	Computer-Aided Drafting (CAD) for Manufacturing	0	2	1
MMO 137	Computer-Aided Manufacturing (CAM)	0	2	1
MMO 140	CNC Tooling and Maintenance	2	0	2
Total Credits:		6	6	9

**Faculty****Assistant Business Manager**

Jerry Whitaker, BS, BA, MBA  
jerry.whitaker@cincinnati.state.edu

## Programmable Logic Controllers Certificate (PLCC)

### Programmable Logic Controllers Certificate (PLCC)

This hands-on training program is designed for the maintenance person who will install, program, maintain, and troubleshoot Programmable Logic Controllers (PLCs).

For more information call the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709.

### Programmable Logic Controllers Certificate (PLCC)

Semester 1		Lec	Lab	Credits
TEM 140	Electrical Ladder Diagrams and Print Reading	1	0	1
TEM 180	Programmable Logic Controllers 1	2	1	2.5
Semester 2				
TEM 185	Programmable Logic Controllers 2	2	1	2.5
Total Credits:		5	2	6

**Faculty****Business Manager**

James Bax, BS, BBA, MBA  
james.bax@cincinnati.state.edu

**Assistant Business Manager**

Jerry Whitaker, BS, BA, MBA  
jerry.whitaker@cincinnati.state.edu

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in collaboration with the Center for Innovative Technologies

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# Program Management

## Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, other faculty members, and some staff members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

## Administrative Withdrawal

### Non-Attendance Leading to Administrative Withdrawal

The following policies pertain to all courses.

- A student who is enrolled in a course and does not attend any class sessions of that course for three consecutive weeks, at any time during the semester, may be administratively withdrawn from the course.
- Faculty members who implement this policy will include information in their course syllabus explaining how attendance is taken and stating that three consecutive weeks of non-attendance will lead to administrative withdrawal.
- Faculty members who implement this policy will inform the academic Dean (of the division that offers the course) of the last date of attendance for any student who does not attend course sessions for three consecutive weeks.
- The Dean will investigate and, if warranted, will notify the Registrar to administratively withdraw the student from the course.

## BTD Information

For more information, please contact the Business Technologies Division at (513) 569-1620.

## CIT Information

For more information, please contact the Center for Innovative Technologies at (513) 569-1743.

## G-B-T Codes

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

## Graduation Requirements

As part of the graduation requirements for the Associate of Applied Business (AAB), Associate of Applied Science (AAS), Associate of Individualized Study (AIS), and Associate of Technical Study (ATS) degrees, a student must complete at least 15 credit hours in general education areas, distributed as follows:

Communication Skills	6 credits
Arts/Humanities, Natural Sciences, and Social Sciences	6 credits
Mathematics	3 credits

### Communication Skills - 6 credits

6 credits Written Communication department code ENG

### Arts/Humanities, Natural Sciences, Social Sciences - 6 credits selected from two of these areas:

#### Arts/Humanities, including:

Art	department code ART <sup>2</sup>
Communication	department code COMM <sup>1</sup>
Culture Studies	department code CULT
Foreign Languages	department code FRN,SPN
Literature	department code LIT
Music	department code MUS <sup>2</sup>
Philosophy	department code PHI
Religion	department code REL
Theatre	department code THE <sup>2</sup>

<sup>1</sup> Excluding COMM 110

<sup>2</sup> Excluding studio or performance-based courses.

#### Natural Sciences, including:

Biology	department code BIO
Chemistry	department code CHE
Environmental Science	department code EVS
Physics	department code PHY
Physical Science	department code PSC

#### Social/Behavioral Sciences, including:

Economics	department code ECO
Geography	department code GEO
History	department code HST
Labor Relations	department code LBR
Political Science	department code POL
Psychology	department code PSY
Sociology	department code SOC

## Mathematics - 3 credits

3 credits Mathematics department code MAT

## HPS Information

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

## HSD Information

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

## Student Recording and Distribution of Course Lectures

### Student Recording and Distribution of Course Lectures and Materials

Students may not photograph, record (using audio or video technology), duplicate, reproduce, transmit, distribute, or upload or share via internet or website environments any class lectures, discussion, and/or other course materials, unless written permission has been obtained in advance from the instructor.

In the case of class discussions and/or presentations, permission must also be obtained from all students in the class and any guest speakers, if applicable. All participants must be informed in advance that activities will be recorded.

Students should review the course syllabus for instructions regarding the instructor's policy on class recordings. Unless directly authorized by the syllabus, any student wishing to record classroom activities must discuss this issue with the instructor and obtain written permission.

Any photograph or recording of class activities and/or materials is authorized solely for use as an educational resource by an individual student or, when permission is granted, with other students enrolled in the same class. Photographs and/or recordings may not be publicly exchanged, distributed, shared, or broadcast for any purpose.

Permission to allow a photograph or recording is not a transfer of any copyrights.

Violation of this policy may subject a student to disciplinary action under the College's Student Code of Conduct (p. 195).

Exception: it is not a violation of this policy for a student determined by the Office of Disability Services to be entitled to educational accommodations to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures, discussions, and/or course materials for personal research and study. However, all other restrictions on other use and/or distribution apply in such cases.

## Surge Cards

Every student enrolled in classes is required to have a College identification card (SurgeCard) with them at all times for security

purposes. The initial SurgeCard is free and is available from Student Activities, in Room 204 of the ATLC building (Clifton Campus), after a student has registered for classes that semester.

The SurgeCard is required to use some campus services such as the library, parking, and fitness center, and for admission to College sports activities. Additional uses for the SurgeCard include the bookstore, computer lab printing, food services, vending machines, day care door access for qualified parents, and other services.

Every registered student receives \$15.00 on their SurgeCard each semester for free printing in College computer labs.

To replace a lost SurgeCard, go to the Cashier's office in the Main Building (Clifton Campus) and pay a \$10.00 fee. Bring the receipt for this payment to the Student Activities office and a replacement SurgeCard will be issued.

Parking privileges can be added to a SurgeCard after the parking fee is paid online through the student's Cincinnati State account.

A SurgeCard is required to obtain information about available financial aid funds that can be used to purchase books in the College bookstore. Financial aid funds are never deposited on the SurgeCard.

More information about SurgeCards is available from the Student Activities Office, or phone (513) 569-5747.

## Visit Admissions

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati-state.edu/academics/admission>)

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