Cincinnati State
TECHNICAL AND COMMUNITY COLLEGE

Academic Catalog, 2025-2026

First Edition
November
2025

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Cincinnati State Technical and Community College

Academic Catalog 2025-2026

The Cincinnati State Catalog for 2025-2026 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.

We invite you to learn more about getting started as a student at Cincinnati State.

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

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.

Date of last revision to this catalog: June 2025

Academic Calendar

Additional information about deadlines for registration and other processes is available on the Important Dates page (http://www.cincinnatistate.edu/academic-calendar/) of the College website.

Please note that all dates are subject to change.

Fall Semester 2025

August 25	First Day of Classes - Full Semester
September 1	College Closed - Labor Day
September 29	First Day of Classes - Ten Week Session
November 11	College Closed - Veteran's Day
November 26 - 30	College Closed - Thanksgiving Break
December 13	Last Day of Classes - Full Semester and Ten Week Session
December 24 - January 4	College Closed - Winter Break

Spring Semester 2026

December 24 - January 4	College Closed - Winter Break
January 5 - January 11	College Offices Open - No Classes
January 12	First Day of Classes - Full Semester
January 19	College Closed - Martin Luther King Day
February 16	College Closed - Presidents' Day
February 17	First Day of Classes - Ten Week Session
March 11 - March 15	Spring Break
May 2	Last Day of Classes - Full Semester and Ten Week Session

Summer Semester 2026

May 11	First Day of Classes - Full Semester
May 25	College Closed - Memorial Day
June 1	First Day of Classes - Ten Week Session
June 19	College Closed - Juneteenth
July 3	College Closed - Independence Day
August 8	Last Day of Classes - Ten Week Session
August 15	Last Day of Classes - Full Semester

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, as well as three bachelor degree programs. Courses are offered at the main campus in Clifton and at locations in Evendale, Harrison, Middletown, and elsewhere in Greater Cincinnati, and through online education. In addition to degree and certificate programs that provide academic credit, 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 accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education (hlcommission.org (https://www.hlcommission.org/) or 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, phone 800-621-7440).

The College also holds numerous programmatic accreditations, listed in the Accreditation and Memberships (p. 10) 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 allow 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 Strategic Ohio Council for Higher Education, which includes activities formerly coordinated by the Greater Cincinnati Collegiate Connection. This membership allows students, under certain conditions, to take courses not offered at their home institution at other member institutions in the region. Students who would like more information about this program should contact the Office of the Registrar on Clifton Campus or by email at registraroffice@cincinnatistate.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 196 Main Building, Clifton Campus) or by email at veterans@cincinnatistate.edu.

Cooperative Education and other Experiential Education

Since its founding in 1969, Cincinnati State has integrated work experience (typically co-op employment, internship, or clinical assignments in allied health fields) with academic coursework. Cincinnati State's consistently high graduate employment rate reflects the College's commitment to providing high-quality education enriched by on-the-job training and experiential learning opportunities. 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. Some students gain experiential education through unpaid internships or clinical assignments.

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.

Institutional Mission, Vision, and Values

Mission

Cincinnati State provides access, opportunity, and support in achieving success for individuals seeking exceptional technical, transfer and experiential/cooperative education and workforce training.

Vision

Cincinnati State advances the educational and economic vitality of our state and region as the college of choice.

Values

Potential for Growth and Success

- We respect each student's background and celebrate their potential for personal growth and career success.

Innovation

- We support innovative approaches to learning.
- We anticipate and effectively respond to the changing needs of those we serve.

Collaboration

- We work together on behalf of our students and employers to meet community needs.

Equity

- We believe in contributing to a socially and economically equitable society.
- We honor the diversity and inclusiveness of our College community and strive to hear all voices.

Experiential Learning

- We promote experiential and lifelong learning.

Equal Opportunity Employer

STATEMENT OF COMMITMENT

Cincinnati State declares the following:

a. We will educate students by means of free, open, and rigorous intellectual inquiry to seek the truth.
b. Our duty is to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions.
c. We are committed to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly.
d. We are committed to create a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community.
e. Our duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression.

History

History of Cincinnati State

Cincinnati State celebrated its 55th anniversary as a higher education institution during the 2024-2025 academic year.

The college 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.

In 1972, the name of the college was changed to Cincinnati Technical College (CTC). 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.

On July 27, 1993, the Cincinnati Technical College Board of Trustees 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 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.

In 2007, Dr. John Henderson was appointed Interim President.

- 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, effective September 1, 2010.

- 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.

- In December 2019, the College was authorized by the Higher Learning Commission to offer two baccalaureate degrees: the Bachelor of Applied Science in Land Surveying, and the Bachelor of Applied Science in Culinary and Food Science. Cincinnati State was one of only four public community colleges in Ohio approved for the initial offering of baccalaureate degree programs.
- In 2022 the College was authorized to offer the Bachelor of Science in Nursing degree.

Today, Cincinnati State offers more than 130 degree and certificate programs through its four academic divisions and the Workforce Development Center.

Governance

Board of Trustees

Cynthia Booth, Secretary
CEO
Emerge Manufacturing
Term expires: August 31, 2028

Manuel Chavez III
Founder & CEO
Mobile Infrastructure Corp.
Term expires: August 31, 2030

Jane Garvey
Community Volunteer
Retired Corporate VP for Marketing & Communications
Term expires: August 31, 2028

Justin Howe, Vice Chair
Human Resources Executive
Term expires: August 31, 2028

Rajbir Minhas, M.D.
Physician
Mercy Orthopedic and Spine/Pain Associates
Term expires: August 31, 2030

Theodore Scherpenberg
Vice President and CFO
The Christ Hospital
Term expires: August 31, 2026

John I. Silverman, Chair
Managing Principal
Midland Atlantic
Term expires: October 31, 2026

George H. Vincent
Attorney & Past Managing Partner
Dinsmore & Shohl
Term expires: August 31, 2030

Mr. Mark D. Walton
Retired, Vice President & Community Affairs Director, Greater Cincinnati
Fifth Third Bank
Term expires: August 31, 2026

Faculty Senate

President: Doug Woodruff, Engineering & Information Technologies
Nora Beckman, Humanities & Sciences
Sheena Davis, Health & Public Safety Nursing
Jayne Dressing, Humanities & Sciences
Milene Donlin, Health & Public Safety
Dave Killen, Engineering & Information Technologies
Dr. Jon McKamey, Library/Instructional Design
Caleb Ochs-Naderer, Business
Ex Officio, AAUP President: Abbey Yee
Ex Officio, Adjunct Faculty: Daniel Mattox
Ex Officio, Adjunct Faculty: Kate Pond

Accreditation and Memberships

General Accreditation

- Higher Learning Commission (hlcommission.org (https://www.hlcommission.org/)), a regional accreditation agency recognized by the U.S. Department of Education (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, phone 800-621-7440).
- Ohio Department of Higher Education
- Division of Career-Technical Education, Ohio Department of Education

Professional Accreditations

- Accreditation Commission for Education in Nursing
- Accreditation Council for Education in Nutrition and Dietetics
- Accreditation Council for Occupational Therapy Education
- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
- American Council for Construction Education
- American Culinary Federation Education Foundation Accrediting Commission
- Applied and Natural Sciences Accreditation Commission of ABET
- Association of Nutrition & Foodservice Professionals
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation for Respiratory Care
- Commission on Accreditation of Allied Health Education Programs
- Commission on Accreditation of Allied Health Education Programs in collaboration with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting

- Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
- Federal Aviation Administration Approved Aircraft Maintenance Technician School
- Joint Review Committee on Education in Diagnostic Medical Sonography
- Kentucky Council on Postsecondary Education
- Medical Assisting Education Review Board
- National Accrediting Agency for Clinical Laboratory Sciences
- National Association for the Education of Young Children
- National Association of Landscape Professionals
- Ohio Board of Nursing
- Ohio Department of Education, Associate PreK Education Licensure Program
- Ohio Department of Higher Education, K-12 Educational Interpreter
- Ohio Department of Public Safety, Division of Emergency Medical Services
- Research Chefs Association

Memberships

- Academy of Legal Studies in Business
- Academy of Nutrition and Dietetics
- American Association of Collegiate Registrars and Admission Officers
- American Association of Community Colleges
- American Culinary Federation
- American Society of Allied Health Professionals
- American Society of Safety Engineers
- American Technical Education Association
- Association for Financial Counseling and Planning Education
- Association for the Promotion of Campus Activities
- Association of Food and Nutrition Professionals
- Brewers Association
- Certified Financial Planning Board of Standards
- Cincinnati Flower Growers Association
- Cincinnati Regional Chamber
- Consortium of College and University Media Centers
- Continuous Quality Improvement Network
- Cooperative Education and Internship Association
- Division of Real Estate & Professional Licensing, Ohio Department of Commerce
- Enterprise Ohio Network
- Financial Planning Association (Southwest Ohio)
- Greater Cincinnati Retail Bakers Association
- Hamilton County Fire Chief's Association
- InfoComm International
- InnoVATEBIO National Biotechnology Education Center
- Institute of Food Technologists
- Institute of Management Accountants
- Kentucky Society of Certified Public Accountants
- Lambda Beta Honor Society for Respiratory Care
- Master Brewers Association of the Americas
- 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
- National Restaurant Association
- North American Council of Automotive Teachers
- Northern Kentucky Chamber of Commerce
- Ohio Association of Collegiate Registrars and Admission Officers
- Ohio Association of Community College
- Ohio Cooperative Education Association
- Ohio Craft Brewers Association
- Ohio Green Industry Association
- Ohio Mathematics Association of Two-Year Colleges
- Ohio Partnership for Excellence (Ohio Baldridge Program)
- Ohio Realtors
- Ohio Society of Certified Public Accountants
- OhioLINK
- OHIONET
- Organization for Associate Degree Nursing
- Research Chefs Association
- Southwest Ohio Neighboring Libraries
- Southwestern Ohio Council for Higher Education
- U.S. Green Building Council
- World Affairs Council
- World Association of Cooperative Education

Facilities

Use of College Facilities

Students presenting a SurgeCard (p. 14) may use facilities such as the gymnasium, game room, fitness center, 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@cincinnatistate.edu. The use of facilities is outlined in the Facility Usage and Rental Guidelines (http://www.cincinnatistate.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 to gain educational and entrepreneurial experience. For more information about Bakery Hill, phone (513) 569-4697 or email bakeryhill@cincinnatistate.edu.

Bookstore

The Cincinnati State Bookstore is located in Room 134 of the Advanced Technology & Learning Center (ATLC), Clifton Campus. Bookstore operations are managed by eCampus.com, which offers online ordering of textbook and course materials with free shipping to the Campus Store for pickup (or shipping to another address, if requested).

Regular store hours are Monday, 8:30 a.m. to 6 p.m., Tuesday through Thursday, 8:30 a.m. to 4:30 p.m., and Friday 8:30 a.m. to 2 p.m.

For more information about the Cincinnati State Bookstore, visit https://cincinnatistate.ecampus.com (https://cincinnatistate.ecampus.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 the Center also serves families from the surrounding community.

The Mallory Center offers a full-time, year-round program operated Monday through Friday, 7 a.m. to 5:30 p.m. 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 by 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). 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 email MalloryELC@cincinnatistate.edu. (malloryelc@cincinnatistate.edu)

Computers/Computer Labs

The College provides access to computers throughout the Clifton Campus in open labs, in the Library, and in student lounge areas. 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, see Campus Technology (http://www.cincinnatistate.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). The Fitness Center is continuously supervised by qualified personnel and fitness classes for students and employees are scheduled periodically.

A SurgeCard (ID card) 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, see Fitness Center (https://www.cincinnatistate.edu/fitness-center/) on the College website

Game Room

A Game Room is located on the lower level of the ATLC (Clifton Campus). Table tennis, billiards, board games, and equipment are available free with a SurgeCard. For more information about the Game Room please contact the Student Activities office (ATLC, Room 204) or phone (513) 569-5747.

Gymnasium

The gymnasium is located on the first floor of the Main Building (Clifton Campus). It is open at designated times for general use. 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.

For more information see the Library (https://www.cincinnatistate.edu/library/) section of the College website.

Additional information about Library services is in the Student Services - Academic Support Services (p. 63) section of this Catalog.

Lockers

The College Main Building has a limited number of lockers available for student use, located in the restrooms adjacent to the Fitness Center. Students do not need to use the Fitness Center to use the lockers. 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, or other reasons. 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). The Overlook offers a wide selection of wholesome foods and refreshments, including lunch and dinner specials, soups, a salad bar, and a full range of beverages and “grab and go” options.

Vending facilities are located on the second, third, and fourth floors 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 use its available parking resources for the benefit of students, employees, and visitors by ensuring that parking areas are safe and well-maintained, and by promoting transit, cycling, ride-sharing, and other alternatives.

Metro Discount

Cincinnati State and Cincinnati Metro have partnered to offer students and College employees bus travel at 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 (ID card) to obtain a Metro discount card. To register for a discount card, students must log into Self-Service, and select the Metro Discount Bus Pass link.

Parking Facilities (Clifton Campus)

Central Parkway Garage: Central Parkway Garage is a covered parking facility, accessible from Central Parkway, designated for students, visitors, faculty, and staff. The fee for using the Central Parking Garage is $5 per use (using cash, credit, or debit) or unlimited use with a valid semester parking privilege (ProxCard).

Ludlow Garage: Ludlow Avenue Garage is a covered parking facility, accessible from Ludlow Avenue, designated for students, faculty, and staff. The fee for using the Ludlow Parking Garage is $5 per use (using cash, credit, or debit), or unlimited use with a valid semester parking privilege (ProxCard).

Lot A: Lot A is located off of College Drive and is available for faculty, staff, contractors, and students. A ProxCard is required for entry and exit.

Lot C: Lot C is a daily rate and term privilege facility, accessible from Ludlow Avenue. The fee for using Lot C is $5 per use (cash, credit, or debit) or unlimited use with a valid semester parking privilege (ProxCard).

Lot D: Lot D is located at the top of College Drive near the Main Building, and is reserved for faculty and staff only. Employees must use their ProxCard for entry and exit.

Motorcycle/Bicycle Parking Areas: Motorcycle parking is permitted in only one location, near the Main Building, at the top of College Drive. Motorcycles and all other licensed vehicles must use the gate access in all garages and lots. All motorcycles must be registered with the College's Police Department.

Bicycle racks are located inside the Central Parkway and Ludlow Garages (on the ground floor of each garage) and in Parking Lot D. Bicyclists can walk their bike past the entrances/exits without using the gates. Bicycles must be secured to a bicycle rack and should not be chained to trees or light poles.

Drop-off/Pick-up Area: Parking spaces not otherwise marked reserved for staff or specific individuals may be used 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, employees, 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 at (513) 569-1558 for assistance.

Citation Procedure: College parking regulations are enforced by 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 in the 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: Handicapped-accessible parking spaces are provided on all levels of both parking garages on Clifton Campus and in parking lots on Clifton Campus. These spaces are lined in blue and are adjacent to garage elevators or near buildings. To use these spaces:

- A valid state-issued handicapped placard must be displayed.
- A Cincinnati State semester parking permit must be purchased (as applicable).

Parking designated as accessible is reserved for that purpose only, at all times, including on weekends and in the evening. The Public Safety Department enforces this rule by issuing citations to violators and towing repeat offenders as deemed necessary.

To report a violation and/or vehicles blocking handicapped-accessible spaces, contact the Public Safety Dispatch Center by phone at (513) 569-1558 or by email at cincinnatistatepolice@cincinnatistate.edu (Cincinnatistatepolice@cincinnatistate.edu).

The maps below depict the locations of accessible parking at each Cincinnati State campus:

- Clifton Campus Parking Map (https://www.cincinnatistate.edu/wp-content/uploads/2023/04/CState_Map_Parking_23.pdf)
- Evendale Campus Map (https://www.cincinnatistate.edu/wp-content/uploads/2021/01/Evendale20WDC20Campus20Map.pdf)
- Harrison Campus Map (https://www.cincinnatistate.edu/wp-content/uploads/2021/01/Harrison20Campus20Map.pdf)
- Middletown Campus Map (https://www.cincinnatistate.edu/wp-content/uploads/2021/01/Middletown20Campus20Map.pdf)

Liability: Cincinnati State assumes no responsibility for theft or damage to vehicles parked on College property.

Parking Permit: The purchase of a parking permit (Prox Card) does not guarantee the availability of a parking space and does not justify parking against College policy.

Reserved Parking: Some 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 and Ludlow Garages or in Lot C-1. These lots can be used by students registering for classes 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 the Main Building on Clifton Campus.

For more information, see the Campus Safety and Security (https://www.cincinnatistate.edu/about-cincinnati-state/campus-safety-security/) page of the College website or contact the Police Department at (513) 569-1558.

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 the Student Activities Office in ATLC Building Room 204 (Clifton Campus), after a student has registered for classes that semester. Students also have the option of requesting a SurgeCard online using the College eForm "Surge Card Request & Photo Submission."

The SurgeCard is required to use some campus services such as the Library, the Fitness Center, computer lab printing, and admission to some student activities. Additional uses for the SurgeCard include the bookstore, food services, day care door access for qualified parents, and other services.

Every registered student receives a credit for $18.00 on their SurgeCard each semester to be used for printing documents in College computer labs.

Lost or damaged SurgeCards can be replaced either online or in-person in the Student Activities office. Replacement cards are $10 and the fee will be charged to the student's 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 (ATLC 204), or phone (513) 569-5747 or via email at StudentActivities@cincinnatistate.edu.

Admission Information

Admission Overview

Cincinnati State is an open-access, public institution dedicated to the goal of providing each student the maximum opportunity to learn, develop skills, and obtain credentials. Individuals who are high school graduates or have a high school equivalence (GED) are eligible for admission to a Cincinnati State degree or certificate program.

Admission Process

Prospective students must complete an online Application for Admission (https://www.cincinnatistate.edu/admission/) and submit official transcript(s) (high school and college, if applicable) of their educational progress to date. Applications for admission and supporting documents are processed as received. Cincinnati State supports an open access policy based on a three-semester rolling admission process. Applicants are admitted when all admission documents are received and processed.

Prospective students should begin the admission process approximately two months prior to the semester when they plan to begin classes. This timeline ensures students can complete all admission steps, including providing transcripts from other schools, processing financial aid requests, and obtaining academic advising and orientation. Applications and supporting documents are accepted after the priority application deadlines (below), but there is no guarantee that the process will be completed in time to begin classes immediately.

Priority Application Deadlines for General Admission

Fall Semester – July 1

Spring Semester – November 1

Summer Semester – March 1

Program Deadlines:

- Some academic programs reach their capacity early and students who are not admitted may be placed on a wait list.
- Students interested in a Midwest Culinary Institute program should apply three months prior to the start of the semester for uniform and supplies.
- Some Health and Public Safety programs have Selective Admission (https://www.cincinnatistate.edu/admission/health-and-public-safety-selective-admission/) processes that require additional program application steps.
- International Students (https://www.cincinnatistate.edu/international-students/) seeking an I-20 have earlier admission deadlines.

Please note:

- 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.
- Visiting students and applicants who have not submitted final transcripts are not eligible to receive financial aid and do not qualify for Kentucky or Indiana tuition reciprocity.

Application Process

Application for Admission Requirements

New Student requirements:

- Complete an online Application for Admission (https://apply.cincinnatistate.edu/page_who_are_you.aspx).
- Submit an official high school transcript. The transcript must be sent directly to the Office of Admissions from the institution.
  - High school seniors may submit a high school transcript before graduation, but must also submit an official final transcript after graduation.
  - Applicants who are not high school graduates must submit a state-approved alternative to high school graduation, such as scores from the General Educational Development (GED) test. This document must be sent directly from the school or agency to the Office of Admissions.
  - Ohio home-school transcripts should be accompanied by a copy of the Excused Absence for Home Education Letter the student received from their local school district, excusing the student from public instruction during their senior year if available. Students home-schooled outside of Ohio must submit official excused absence documentation provided by the state or complete a self-certification form (https://www.cincinnatistate.edu/wp-content/uploads/2024/03/Home-School-Form-1.pdf) and return it to the Office of Admissions.
- Applicants who have completed college coursework during high school at a regionally accredited higher education institution must also submit an official college transcript. The transcript must be sent directly to the Office of Admissions from the institution.
- 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.

Transfer Student requirements:

- Complete an online Application for Admission (https://apply.cincinnatistate.edu/).
- Submit official undergraduate transcript(s) from each regionally accredited higher education institution attended. The transcript must be sent directly to the Office of Admissions from the institution.
- If you are transferring fewer than 18 credits of earned college-level coursework to Cincinnati State, also submit an official high school transcript with graduation date.
  - If required, the transcript must be sent directly to the Office of Admissions from the institution.
  - Applicants who are not high school graduates must submit a state-approved alternative to high school graduation, such as scores from the General Education Development (GED) test. This document must be sent directly from the school or agency to the Office of Admissions.

- Ohio home-school transcripts should be accompanied by a copy of the Excused Absence for Home Education Letter the student received from their local school district, excusing the student from public instruction during their senior year if available. Students home-schooled outside of Ohio must submit official excused absence documentation provided by the state or complete a self-certification form (https://www.cincinnatistate.edu/wp-content/uploads/2024/03/Home-School-Form-1.pdf) and return it to the Office of Admissions.
- 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.

International Student requirements:

Cincinnati State welcomes F-1 and M-1 visa holders and encourages international students to apply three to four months before intending to begin classes. Students who have a pending immigrant petition or a visa petition with the United States Citizenship and Immigration Services (USCIS), but have not yet been adjudicated, should follow these steps as an international student.

- Complete an online Application for Admission (https://apply.cincinnatistate.edu/page_who_are_you.aspx).
- Submit transcripts as follows to the Office of Admissions:
  - An English translation of student's high school transcript AND a copy of the diploma/certification.
  - If transferring college/university coursework from outside the USA, transcript(s) must be translated and evaluated by a member of the National Association of Credential Evaluation Services (NACES). See a list of recommended agencies on the College website.
  - If transferring education completed within the USA, request that your high school and any college/university attended send an official transcript to the Cincinnati State Office of Admissions.
- Provide proof of proficiency with the English language by one of the following:
  - Provide proof of completion of secondary school in an English-speaking country (https://live-cincinnati-state-wp.pantheonsite.io/wp-content/uploads/2021/03/English-Speaking-Countries11.30.20.pdf).
  - Submit official transcripts verifying successful completion of any college-level English course with a grade of C or higher from a regionally accredited college or university in an English-speaking country. This does not include ESL coursework.
  - Submit official test results that are less than two years old from one of the following:
    - **Test of English as a Foreign Language (TOEFL):** Minimum score of 500 (PBT), 173 (CBT) or 61 (IBT). The school code for Cincinnati State is 1984.
    - **International English Language Testing System (IELTS):** Minimum overall score of 5.0.
    - **ACCUPLACER:** Minimum score of 4 on WritePlacer or 5 on WritePlacer ESL.
    - **Duolingo English Test:** Minimum score of 80.

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.

After receipt of the above-mentioned documents, and consequent offer of admission, all new and transfer F-1 and M-1 visa holders, and students who want to change their visa status to F-1, must complete and submit the International Student Enrollment Form (ISEF) to the Office of International Student Affairs to receive their I-20. #Students must provide#proof of adequate financial support#and submit a#tuition deposit#in advance, which is credited to the student's#account and used only for payment of tuition and fees. An I-20 Form is issued to the student only after the#ISEF and all required documents are received and processed.

The International Student Enrollment Form can be downloaded from the International Student Affairs Office (https://www.cincinnatistate.edu/international-students/) section of the Cincinnati State website.

Visiting Seeking Student requirements:

Students who are not seeking a degree or certificate should complete the online Application for Admission (https://applynow.visiting.cincinnatistate.edu/) as a Visiting Student. Visiting Students are not eligible for financial aid or Indiana or Kentucky Reciprocity. Once admitted, students may register for classes online. Pre-requisites can be lifted via email through non-degree@cincinnatistate.edu. For more information see the Visiting Students (https://www.cincinnatistate.edu/admission/non-degree/) section of the College website.

Returning Student requirements:

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:

- Submit an online Application for Admission (https://apply.cincinnatistate.edu/).
- Request and submit to Cincinnati State official undergraduate transcripts from each regionally accredited college attended since leaving Cincinnati State. These transcripts must be mailed directly to the Office of Admission from the institution.
- Applicants may be asked to resubmit high school or college transcripts since the Admission Office is not required to maintain documents beyond five years after the initial admission to the College. Documents for graduates of Cincinnati State are maintained.
- 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.

For more information see the Returning Students (https://www.cincinnatistate.edu/admission/returning-students/) section of the College website.

College Credit Plus

College Credit Plus

The College Credit Plus (CCP) program at Cincinnati State gives students in grades 7 through 12 the opportunity to earn college credit at little to no cost prior to graduating from high school. The program promotes rigorous academic pursuits and provides a variety of

options for eligible college-ready students to get an early start toward completing a college degree.

Through the CCP program, public school students may take Cincinnati State courses with no cost for tuition, books, or fees.

Students from private schools and homeschools participating in CCP may have limited costs. Students from private schools and homeschools must apply to the Ohio Department of Education and Workforce 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 or designated high school location, taught by Cincinnati State faculty
- Online, taught by Cincinnati State faculty

College courses taken as a CCP student earn college credit at Cincinnati State as well as high school credit applicable toward high school graduation. Upon graduation from high school, students can continue their education at Cincinnati State to complete an associate's degree or certificate program, or transfer college credits earned to another college or university.

Program Eligibility

Cincinnati State adheres to the Admission and Eligibility requirements of the Ohio Department of Higher Education College Credit Plus program.

- Students must be Ohio residents to participate in the CCP program. Public school students must be enrolled in a high school in Ohio and the school must be able to receive “foundation” funding for that student’s enrollment.
- Any student interested in enrolling in a public college or university must be considered a resident of Ohio as defined in state law.
- All students must apply for admission to Cincinnati State by following the CCP Application (https://www.cincinnatistate.edu/college-credit-plus/ccp-new-applicants/) process.
- All students seeking to participate in CCP must be academically assessed to determine readiness to participate. Readiness is determined after review of a high school transcript and/or an assessment exam such as ACT, SAT, or Accuplacer.

High School counselors help students understand available CCP options, deadlines, and how to proceed. Students eligible for CCP must apply for admission to the College and must work with a CCP advisor at the College to discuss course placement options.

Prior to applying to the College, public school students who intend to participate in CCP must file a Letter of Intent with their local school district. The letter must be filed each academic year by the high school's deadline.

Private high school and homeschool students are eligible to participate in the CCP program and receive state funding under certain circumstances.

- Students attending a private high school and homeschool students must apply to the Ohio Department of Education and Workforce to receive funding to underwrite their costs. Students who are eligible for CCP support 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 at the same reduced tuition rate as fully funded students.

While non-Ohio residents cannot participate or receive CCP funding, they may be able to enroll in college courses as visiting students, at the applicable non-resident or international tuition rate. For more information, contact the College Office of Admission at (513) 861-7700.

For additional CCP information:

- Visit the College Credit Plus (https://www.cincinnatistate.edu/academics/admission/college-credit-plus/) section of the College website.
- Call the College Credit Plus Office at (513) 569-5700 or send an email message to CCPinformation@cincinnatistate.edu

Testing Center

The Testing Center, located in Main 176 (Clifton Campus), provides a secure and quiet testing environment for assessment and offers testing for placement, certification, and accommodated exams.

Students are asked to make an appointment online to complete any of the following assessments, using the Testing Center (https://www.cincinnatistate.edu/academics/admission/placement-testing/) section of the College website.

ACCUPLACER

The ACCUPLACER “Next Generation” test may be used to assist placement of students in general education (math and English Composition) courses. Before scheduling a testing appointment, the individual must be a Cincinnati State applicant or current student, and have an advisor's consent to test.

English as a Second Language Assessment

Students who completed their secondary education or equivalency in a language other than English **are required** to take the AccuPlacer ESL prior to their first academic advising meeting. As an alternative, students may present one of the following:

- A transcript demonstrating completion of a college-level English course with a grade of “C” or higher from a regionally accredited college or university in an English-speaking country.
- An official score from TOEFL, IELTS, or Duolingo English Test from the last two years.
- An official score from ACT or SAT.

See the Application Process (p. 16) section of this Catalog for additional information about required test scores for international student applicants.

General Education Development (GED)

The GED® Test covers four subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. A list of GED/High School

Equivalency Preparation Centers is available on the Ohio Department of Education website.

College Level Examination Program (CLEP)

Cincinnati State is a recognized CLEP testing center where students may take subject exams to earn college credit sponsored by the College Board. The list of courses awarded based on subject scores earned is in the Academic Policies (p. 36) section of this Catalog. Non-Cincinnati State students should check with their institution regarding applicable CLEP credit.

Test of Essential Academic Skills (TEAS)

TEAS is a computerized assessment of basic academic knowledge in reading, mathematics, science, and English and language usage. This exam is available only to Cincinnati State students and is a Selective Admission requirement for students entering the following Health and Public Safety programs: Nursing RN (NUR), Nursing LPN-to-RN (NURP), and Diagnostic Medical Sonography (DMS). Please visit the Testing Center (https://www.cincinnatistate.edu/academics/admission/placement-testing/) section of the College website for registration information.

Proctoring Service

Testing services are available to accommodate students who need a secure place to take a distance learning examination. Examinees who are interested in scheduling a test at the Testing Center should first contact their college or university for approval and then call (513) 569-1569 to schedule a testing time.

Testing Accommodations

If you are a student with special needs and require academic accommodations during testing, you are encouraged to contact the Cincinnati State Office of Disability Services (https://www.cincinnatistate.edu/students/student-support/disability-services/) at (513) 569-1775 to establish accommodation services prior to testing.

PearsonVue

Cincinnati State is an authorized PearsonVue Testing Center. For more information, visit https://home.pearsonvue.com.

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 at the College, 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.

Like 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 help support the costs for their education.

However, residents of Kentucky and Indiana who live within commuting distance of Cincinnati State can obtain in-state tuition rates for most academic programs, as a result of reciprocity agreements that have been negotiated with government officials in those states. Additional information about these agreements is in the Residency (p. 20) 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.

To contact the Financial Aid Office on Clifton Campus:
Phone: (513) 569-1530 Option #4
Email: fam@cincinnatistate.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.)

a. 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 first-time enrollment of such student in an institution of higher education.
b. 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 first-time 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.
c. 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.
d. 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.
e. 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 their dependents shall be considered a resident of Ohio as long as Ohio remains the state of such person’s domicile.
f. A person on active duty status in the United States military service who is stationed and resides in Ohio and their 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 their 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 their 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 their 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 their 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 their 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 their 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 classified as a non-resident who wishes to be considered for resident status must apply to the institution they attend for reclassification as a resident of Ohio. Should such a person present clear and convincing proof that no part of their 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:

a. If a person is subject to tax liability under section 5747.02 of the Ohio Revised Code
b. If a person qualifies to vote in Ohio
c. If a person is eligible to receive state welfare benefits
d. If a person has an Ohio driver's license and/or motor vehicle registration
e. If a person has a signed and binding lease/deed to a domicile in the State of Ohio

Criteria evidencing lack of residency:

a. 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)
b. 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 their ability to obtain resident status for tuition purposes. Contact the Office of the Registrar at (513) 569-1522 or registraroffice@cincinnatistate.edu (xregistraroffice@cincinnatistate.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://www.cincinnatistate.edu/tuition-fees/tuition-residency-guidelines/) 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://highered.ohio.gov/initiatives/affordability/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, DeKalb, Dearborn, Decatur, Delaware, Fayette, Floyd, Franklin, Harrison, 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), the Practical Nursing certificate (PNC), the Nurse Aid Training Certificate (NATC) and the RN to BSN Completion Program (NURB).

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 residents please visit the Tuition Residency Guidelines (https://www.cincinnatistate.edu/tuition-fees/tuition-residency-guidelines/) 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 Residency Guidelines (https://www.cincinnatistate.edu/tuition-fees/tuition-residency-guidelines/) page of the College website.

Tuition and Fees

Tuition and Fees

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 for academic year 2025-2026 and are subject to possible change.

Tuition per Credit Hour

In-State Tuition	Out-of-State Tuition
$193.64	$382.28

Kentucky and Indiana residents will be charged Ohio in-state tuition when applicable under reciprocity agreements.

Schedule of Fees

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)
  - Welding (WLD)
  - All Health and Public Safety Division courses**, not including** courses in Exercise Science (EXS), Health Information Management (HIM), Physical Education (PE), and Public Safety Technology (PST)

Course Fees

- Cooperative education course fee: $30 per course
- Developmental (academic foundations-level) course fee: $10 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 105 Keyboarding Skills. 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 $193.64 = $387.28
- Lab fee is 2 (lab contact hours) x $35 = $70

Total tuition and lab fee for this class is $387.28 + $70 = $457.28

Other Fees

- Admission Application Fee: $15 (one-time fee, payable at first registration)
- Extended Payment Plan Fee: $60 per semester
- Career Services Fee: $7 per credit hour
- Facility Fee: $9 per credit hour up to a maximum of $82.50 per semester
- Registration Fee: $9 per semester
- Late Registration Fee: $100 per semester (applied after the deadline for on-time registration)
- Technology Fee: $37.50 per semester

Parking Fees

Parking privileges for Clifton Campus garages and gated parking lots are $5 per day or $75 per semester

All fees are subject to change at the discretion of the College.

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 for the first semester 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 at the College Bookstore (https://cincinnatistate.ecampus.com/) located on the first floor of the ATLC Building (Clifton Campus).

Cooperative Education Credit Charges

Charges for cooperative education class registration (co-op credits) must be paid by the established registration date. To find out how many co-op credits are required for your degree, review the program curriculum published in the Academic Divisions section of this Catalog.

Refund of Tuition and Fee 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 or due to non-attendance.

Students may receive a fee reduction for classes by formally withdrawing from those classes for medical reasons. The amount of the fee reduction is based on the date of withdrawal and calculated according to the College's published refund schedule (below). Refunds are disbursed to the student or/and a third-party payer. A reduction or loss of financial aid eligibility could occur also.

Refund checks are mailed to students within 14 days of financial aid disbursal if there is financial aid in excess of a student's tuition charges/fees.

a. Requests for refunds are considered only if the student officially drops the course. Students may utilize the online registration function of Self-Service to drop courses at any time. Students also may drop a course at any time by completing and signing the official Registration Activity Form available in the Office of the Registrar.
b. The Admission fee, Registration fee and Late Registration fee are NOT refundable.
c. The following fees are refundable only during the 100% tuition refund period:
    - Technology fee
    - Facility fee
    - Career Services fee
d. 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 all the fees 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.
e. Refunds for flexibly-scheduled courses: Courses which have a beginning or/and ending date different than the first and 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.
f. 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.
g. 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.
h. 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.
i. Students who do not follow the established dropped-class procedures of the College are not eligible for a refund.
j. Students who have questions concerning refunds should contact the Cashier's Office.
k. 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 by phone at (513) 569-1580 or by email at cashier@cincinnatistate.edu.

Tuition Waiver for Senior Citizens

Tuition waivers are available for senior citizens who register to audit courses (take courses but do not earn grades or academic credits) 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 enables access to higher education by working closely with current and prospective students to learn about and apply for available grants, scholarships, loans, and work-study programs.

The Office of Financial Aid, located in ATLC Building Room 105 (Clifton Campus), is open to assist students Monday through Friday. No appointment is necessary.

Telephone assistance is available during office hours at (513) 569-1530, or send email to fam@cincinnatistate.edu.

How to Apply

For financial aid consideration, you must complete the Free Application for Federal Student Aid (FAFSA) available at https://studentaid.gov/h/apply-for-aid/fafsa (https://studentaid.gov/h/apply-for-aid/fafsa/).

- Students and parents of dependent students must apply for Federal Student Aid ID (FSA ID) at (https://fsaid.ed.gov/npas/)https://studentaid.gov/fsa-id/create-account (https://studentaid.gov/fsa-id/create-account/). The FSA ID is the electronic signature for the FAFSA and on Master Promissory Notes for student or parent loans.
- Use Cincinnati State's Title IV school code, 010345, when filling out the FAFSA to ensure Cincinnati State receives the FAFSA information.

- The FAFSA normally opens online October 1 of each year to qualify for financial aid for the next academic year. (For example, October 1, 2026, is the date to start the FAFSA for financial aid that begins August 2027 and is used during the 2027-2028 academic year.)
- Review the financial aid eligibility requirements and application steps in the Apply for Financial Aid (https://www.cincinnatistate.edu/academics/financial-aid/applying/) section of the College website.

For Cincinnati State scholarship consideration, you must complete the online scholarship application available in the Scholarship (https://www.cincinnatistate.edu/academics/financial-aid/financial-aid-types/scholarships/) section of the College website.

- The online application is available beginning November 1 each year.
- The deadline for submitting the scholarship application is February 15 each year.

Scholarship eligibility requirements include:

- Must be a U.S. citizen or eligible non-citizen.
- Accepted for enrollment into a degree or eligible certificate program.
- Minimum grade point average of 2.0. However, most scholarships require a grade point average of at least 3.0.
- For need-based scholarships, must have a FAFSA on file.
- Minimum of one professional letter of recommendation, delivered in an electronic format.

Students who meet the eligibility criteria and complete all requirements by February 15 each year are considered for all scholarships for which they are eligible. The number and types of scholarships vary from year to year, depending on funds received for the scholarship program.

Types of Financial Aid Programs

Financial aid is comprised of four general categories: grants, scholarships, loans, and work-study.

- Grants are free money usually awarded based on need, as determined by completing the FAFSA. Grants are available from the institution, and federal and state governments. For more information, review the Grants (https://www.cincinnatistate.edu/academics/financial-aid/financial-aid-types/grants/) section of the College website.
- Scholarships are generally awarded based on academic merit or talent. For more information, review the Scholarships (https://www.cincinnatistate.edu/academics/financial-aid/financial-aid-types/scholarships/) section of the College website.
- Loans are borrowed money that must be paid back. Loans are available from the federal government and private lenders. For more information, review the Student Loans (https://www.cincinnatistate.edu/academics/financial-aid/financial-aid-types/loans/) section of the College website.
- Federal Work-Study is a need-based work program that provides funding for part-time jobs to help students earn money while attending classes. For more information, review the Federal Work-Study (https://www.cincinnatistate.edu/academics/financial-aid/financial-aid-types/work-study/) section of the College website.

Financial Aid Policies

Students receiving federal, state and institutional financial aid should be aware of all financial aid polices governing financial aid eligibility. All financial aid policies are available online in the Financial Aid Policies (https://www.cincinnatistate.edu/financial-aid/financial-aid-policies/) section of the College website.

Academic Policies and Procedures

This section of the catalog, and the related sub-sections, describe how academic performance is guided and 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 accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education (https://www.hlcommission.org (https://www.hlcommission.org/) or 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, phone 800-621-7440).

State Affiliation: Cincinnati State is an Ohio public institution and its programs of study are approved by the Ohio Department of Higher Education (ODHE). The College is authorized to grant bachelor of science and bachelor of applied science degrees, and associate's degrees in arts, sciences, applied business, applied science, and individualized and technical study.

Under the auspices of the Higher Learning Commission, and in congruence with the College mission statement, Cincinnati State has identified the following Institutional Learning Outcomes for measuring the achievement of Cincinnati State

General Education Competencies - *Upon completion of an Associate degree at Cincinnati State, students will be able to:*

Communication (GE1) - Communicate effectively using a variety of media and modalities

Competencies include:

- Analyze audience and purpose for communication
- Plan and execute oral and/or written communications
- Write clear and coherent prose
- Communicate using email and/or social media
- Take and support a position
- Deliver an oral presentation

Information LIteracy (GE2) - Interpret and use information responsibly

Competencies include:

- Identify the scope and nature of research required to complete a task
- Access appropriate information
- Evaluate sources and information
- Use data and information ethically
- Document and cite sources
- Use research to support a position

Problem-Solving (GE3) - Evaluate ideas and implement solutions

Competencies include:

- Use knowledge, resources, and/or logic to answer questions
- Generate new ideas and/or strategies
- Take a position based on analysis of information
- Examine a position from multiple perspectives
- Propose a solution to a problem

Mathematical Reasoning (GE4) - Solve problems using mathematical skills

Competencies include:

- Compute accurately
- Express practical problems in mathematical terms
- Analyze data to draw reasonable conclusions
- Use technology to aid in the solution of problems
- Effectively communicate mathematical concepts

Diversity (GE5) - **Interact with people and ideas representing a range of backgrounds and cultures**

Competencies include:

- Recognize and/or demonstrate openness to diverse perspectives
- Interact respectfully and appropriately in diverse cultural contexts
- Synthesize multiple perspectives on an issue
- Explain how cultural context contributes to multiple perspectives
- Recognize the role of cultural bias in social interactions

Professional and Social (Co-curricular) Competencies - *Upon completion of a degree at Cincinnati State, students will be prepared to:*

Application of Knowledge (PS1) - Transfer to a Bachelor's degree program or work in an entry-level position in their field of study

Competencies include:

- Identify transfer institutions or employment that aligns with transfer and/or career goals
- Create materials to support a job search (resume/cover letter, etc.)
- Complete a college transfer application
- Apply knowledge and/or abilities to a job or degree program
- Achieve relevant professional credentialing

Teamwork (PS2) - Contribute to the work of a team

Competencies include:

- Collaborate on projects
- Form and manage interpersonal relationships
- Provide and receive constructive feedback
- Respond constructively to conflict
- Integrate work with the work of teammates

Autonomy (PS3) - Demonstrate self-management skills

Competencies include:

- Engage in self-assessment and goal setting
- Monitor progress toward achievement of goals
- Work independently on a task
- Exhibit persistence when encountering difficulties or challenges
- Identify and utilize available resources

Connection (PS4) - Engage with their communities

Competencies include:

- Interact in a variety of social situations and cultural contexts
- Engage in service to the community
- Demonstrate leadership and teamwork skills
- Explore cultural and recreational experiences
- Acknowledge their capacity to effect change

Attainment of Institutional Learning Outcomes is regularly assessed by the Learning Outcomes Assessment/Program and Department Self-Study Committee (LOAC), a multidisciplinary committee of faculty, staff members, and administrators.

Learning Outcomes for each degree program offered by the College are listed in the Academic Divisions and Degree and Certificate Programs section of this Catalog. Attainment of these outcomes is assessed by the Program Chair as part of the College's annual Program Self-Study process.

Equal Opportunity

Cincinnati State Technical and Community College, as well as its individual academic divisions, is committed to a policy of equal opportunities in all of its activities and programs. The College does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, sexual orientation, age, physical disabilities, veteran, or marital status. 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.

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. 48), 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.
- Representing work generated by AI (Artificial Intelligence) as one's own.
- 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 sources, including work generated by AI, 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 Dean of the Academic Division for the course. The Dean will review and may administer the disciplinary action recommended by the faculty member or recommend a penalty deemed more appropriate. If the student accepts the charge, the Dean will assign sanctions, and the case will be closed. If the student challenges the finding of the Dean and maintains their innocence or the penalty recommended by the Dean involves suspension or dismissal, the case will move forward to the Provost. The student must submit the challenge to the Provost within five working days of the Dean's notification of sanctions. The Provost will review and may:

- Rule in favor of the student
- Rule in favor of the Dean's sanctions or recommendations for suspension or dismissal
- Recommend adjudication by the Academic Integrity Panel

If the student challenges the finding of the Provost and maintains their innocence, the case will move forward to the 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 (http://catalog.cincinnatistate.edu/studentrightsandresponsibilities/studentresponsibilities/). 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.

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

Mandatory Advising

Students are required to meet with an academic advisor prior to registering for their first two semesters. In some cases, students may be required to meet with an advisor each semester prior to registering for classes until all prerequisite coursework has been completed for admission into their major.

For more information on how to schedule an advising appointment, visit the Academic Advising page (https://www.cincinnatistate.edu/academic-advising/) of the College website.

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.

a. A student is expected to bring his or her academic appeal first to their faculty advisor (program chair or cooperative education coordinator).
b. If the concern cannot be settled at this level, the student is expected to bring their academic appeal to the division dean or the dean’s designee.
c. 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, they meet with the student involved and relay their findings and recommendations.

d. 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:
    i. The student's written statement and other material the student wishes to submit.
    ii. A written summary of the disposition of the case at the division level, prepared by the division's dean.
    iii. The student's transcript, or any other related materials the panel may wish to examine.
e. 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 their 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.
f. The panel may, at its own discretion, refer the matter to the Academic Policies & Curriculum Committee (APCC) for advice and recommendations.
g. 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.
h. 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 a meeting of a professional organization, or an academic-related competition), 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 request up to three days each semester for an excused absence from class for observance of a religious holiday (or to take part in organized activities conducted under the auspices of a religious or spiritual belief system) that is part of the student's sincerely held religious beliefs and practices.

It is the student's responsibility to provide written notice to each faculty member of the specific dates requested for religious observance. The written notice must be provided within fourteen (14) days of the first day of instruction for each course where accommodation is requested.

It is also the student's responsibility to talk to their instructor about making up required work through a process and on a schedule to be determined by the course instructor.

Students with questions about this policy should contact the Provost's Office by email at provostoffice@cincinnatistate.edu.

For more information on this policy, please see the Religious Observance Policy (https://www.cincinnatistate.edu/religious-observance-policy/) page of the College website.

Adding, Dropping, or Withdrawing from a Course

The Important Dates page of 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 online using Self-Service or in person at the Office of the Registrar.
- Many transactions can be completed online using Self-Service, unless deadlines described below are in effect. More information is available from 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 Registrar (https://www.cincinnatistate.edu/registrar/) 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 (15-week) 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

- 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

As part of Cincinnati State's adherence to State and Federal Financial Aid policies, the College has implemented a non-attendance (No Show) policy for all classes. A student who receives a No Show (NS) designation for a class is still financially responsible for payment for the class. State and federal financial aid is not applicable to a class for which a student has received an NS designation.

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. For courses that do not meet for the full semester (i.e., flexibly scheduled course sections) the attendance reporting period (No Show period) will be through the end of the 50% refund period for the class. Please consult the Important Dates (https://www.cincinnatistate.edu/academic-calendar/) page on the College website or the Office of the Registrar for information on when non-attendance is reported for these courses.
- A student who enrolls in a course but does not attend the course during the stated no-show period will be designated as a No Show (NS) and dropped from the course.
- Students are not permitted to begin attending a course section after an NS has been issued by the instructor.
- The designation of NS will not appear on the student's transcript.
- A student is not permitted to withdraw from a course he or she did not attend or to which an NS has been assigned.

Attendance/Participation Requirements by Class Modality

- 100% Face-to-Face Classes - Students must attend class in person at least once during the No Show period.
  - Note: An email to the instructor saying the student intends to participate in class is not enough to count as attending the class.
- 100% LiveWeb Classes with required synchronous participation - Students must be present on screen at least once during the No Show period.
  - Note: An email to the instructor saying the student intends to participate in class is not enough to count as attending the class.
- 100% Web Classes (asynchronous) - Students must participate in an online activity (graded or ungraded) during the No Show period. Participation includes submitting an academic assignment, participating in discussion boards/forums, completing an interactive tutorial, and/or participating in an online discussion about academic matters.
  - Note: Simply logging into the class, opening modules, or accessing online textbooks are not enough to count as attending the class. An email to the instructor saying the student intends to participate in class is not enough to count as attending the class.
- Hybrid Classes (combination of synchronous and asynchronous) - Students must participate in an activity (graded or ungraded) during the No Show period. Participation includes submitting an academic assignment, participating in discussion boards/forums, completing an interactive tutorial, participating in an online discussion about academic matters, and/or attending a synchronous session.
  - Note: Simply logging into the class, opening modules, or accessing online textbooks are not enough to count as attending the class. An email to the instructor saying the student intends to participate in class is not enough to count as attending the class.

In some cases, the website for a WEB, HYB, or WHYB 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 class and, after the No Show period ends, does not attend any class sessions of that course for the consecutive equivalent of 20% of the total class length, may be administratively withdrawn from the course. Examples include, but are not limited to:
  - For a 15-week class, 20% is three weeks
  - For a 10-week class, 20% is two weeks
  - For other flexibly scheduled classes, 20% of the class is calculated according to the total amount of time a class is scheduled to meet.
- Non-attendance is defined by the "Non-Attendance" policy in this Catalog.
- Instructors will include information in their class syllabus explaining how attendance is taken and stating that non-attendance for the consecutive equivalent of 20% of the total class length will lead to administrative withdrawal.
- The last day an instructor may submit an Administrative Withdrawal is the last day students can withdraw from the class.
- The instructor will use an eform to notify the Associate Dean to administratively withdraw the student from the class. After approval in the division, the eform is routed to the Registrar.

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 first class meeting (face-to-face) or start of the course (online) because of low enrollment. The College will make every attempt to notify students prior to the cancellation.

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 grade of 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 (five total contact hours) 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. Many faculty members also maintain online office hours for communication with students by email or other methods designated by the instructor.

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 (15-week) 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 time of 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.

Self-Service (formerly MyServices)

Self-Service is the pathway to web-based student services at Cincinnati State. Through Self-Service, 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 Self-Service, go to the Cincinnati State student intranet, MyCState 2.0. If necessary, log in with your Cincinnati State username and password, and then choose Self-Service from the intranet Tools section.

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 (ATLC 105, Clifton Campus), mail it to Office of the Registrar, 3520 Central Parkway, Cincinnati OH, 45223; fax it to (513) 569-1883; or email to registraroffice@cincinnatistate.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 they attended any class sessions.
- If the student attended class sessions, they 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

Official Transcript

Cincinnati State offers online transcript ordering through the National Student Clearinghouse (https://tsorder.studentclearinghouse.org/school/select/). To obtain an official Cincinnati State transcript, go to the Transcript Ordering Center (https://tsorder.studentclearinghouse.org/school/select/) website, select Cincinnati State, and proceed with the online ordering process. Official transcripts are $5 per copy.

Delivery options:

- **Electronic transcript** - Requests are processed in 3 to 5 business days. The National Student Clearinghouse will notify the recipient that your transcript is ready for retrieval at the email address you provided when you placed the order.
- **Paper transcript delivered by postal mail** – Requests are processed in 3 to 5 business days and sent via United States Postal Service (USPS) First Class Mail. Processing time does not include USPS delivery steps, so please allow a minimum of 10 business days for delivery by USPS.
- **Paper transcript delivered in-person (Hold for Pickup)** – Requests are processed in 3 to 5 business days. You will receive a "Ready for Pickup" confirmation email when the transcript is available.
  Pick up your transcript in the Office of the Registrar (Clifton Campus, ATLC 105).

Please note: Students who attended Cincinnati State prior to 1986, or attended the Bethesda School of Nursing before 1991, or Great Oaks School of Practical Nursing before 2009, cannot request electronic transcripts. You can receive paper copies of transcripts either by postal mail or in-person (hold for pickup),

Unofficial Transcript

To obtain an unofficial copy of a Cincinnati State transcript, complete the Transcript Request Form (https://www.cincinnatistate.edu/wp-content/uploads/2024/05/UNOFFICIAL-transcript-request-form-05292024.pdf), and turn in the form to the Office of the Registrar in one of these ways:

- In person at the Registrar's Office (Clifton Campus, ATLC 105)
- Online using Self-Service (must be an active student)
- By email sent to transcripts@cincinnatistate.edu, with the form attached to the email message
- By postal mail sent to the address on the form

Requests must include the student's signature authorizing the College to release this information.

Unofficial transcripts can be delivered via email or postal mail.

- Allow 3 to 5 business days for processing the request. If you attended Cincinnati State prior to 1986, please allow 7 to 10 business days for processing the request.
- All financial obligations to the College must be cleared before 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. 48).

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). Notices also will be posted on the College website and provided using the CState Alert message system.

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.

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 bachelor's and associate's degree programs.

Co-op Education Requirements

Cincinnati State values the cooperative education experience. Each academic division of the College establishes its own policies regarding how students may fulfill co-op requirements. Students should refer to degree program descriptions in the Academic Divisions section 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. 38) section of this 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 Academic Divisions section of this 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).

Credit Transfer

Credit Transfer

Cincinnati State offers multiple opportunities for college credit to be awarded for prior learning, including transferring credit from other regionally-accredited colleges; earning credit from standardized testing scores; obtaining credit for career tech prep courses, industry credentials, and military service and/or training; and proving proficiency via internal exam or test-out. Students may use any of the methods described in this Catalog to have this credit included on their Cincinnati State transcript and have it evaluated for applicability to their program of study.

Any credits earned through methods other than by taking a Cincinnati State course will appear on a student's transcript as the cumulative number of credit hours accepted, and these credits will not count toward the College's institutional Residency Requirement or the student's grade point average (GPA).

All college-level credit earned at Cincinnati State is transferable as regionally-accredited coursework. Students may request that their official transcripts be sent to any receiving institution by following the procedure established by the Registrar's office. The college or university receiving the transcript from Cincinnati State has the final say in how that coursework is applied to degree requirements at that institution. Developmental Education (Academic Foundation) level credits may not be transferable.

Residency Requirement for Degree Programs

Students seeking a degree at Cincinnati State Technical and Community College, except those seeking the Associate of Technical Study degree or Associate of Individualized Study degree, must complete at least 30 credit hours of college-level coursework at Cincinnati State.

For students seeking an Associate of Applied Business or Associate of Applied Science degree, at least 15 of the 30 credit hours described above must be college-level, 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 Strategic Ohio Council for Higher Education (formerly the Greater Cincinnati Collegiate Connection (https://www.soche.org/cross-registration/)) 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 Ohio Transfer 36 (https://transfercredit.ohio.gov/students/student-programs/ohio-transfer-36/) are subject to the guidelines in theState of Ohio Policy for Institutional Transfer#statement found elsewhere in this Catalog.

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, and attain at least a 2.0 cumulative GPA.

Advanced Standing and Exam-Based Credit

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, HL, SL, 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. For more information, see Courses Earned through AP Exam Credit (p. 34) in this Catalog.
- Credit is awarded for College Level Examination Program (CLEP) scores. Students should have their CLEP test scores sent to the Cincinnati State Office of Admission for processing. Credit is shown on the student's record as CL. For more information, see Courses Earned through CLEP Exam Credit (p. 36) in this Catalog.
- Credit may be awarded for International Baccalaureate (IB) program scores of five or higher. Credit is shown on the student's record as either standard level (SL) or higher level (HL). For more information, see **Requesting International Baccalaureate Credit** in this Catalog (below).

Internal Cincinnati State Proficiency Exam

Credit is shown on the student's record as EC. For more information, and a list of courses available for test-out, see the Credit Available by Cincinnati State Exam (p. 234) section of this Catalog.

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.

Other Considerations for Seeking Advanced Standing Credit

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 degree or certificate program.

Requesting International Baccalaureate Credit

Cincinnati State awards credit to International Baccalaureate (IB) diploma graduates for standard level or 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 (https://www.ibo.org/) 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, a student should:

a. Meet with their 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.
b. Submit the "Petition for Advanced Standing Credit" eForm (https://web3.cincinnatistate.edu/eforms/eform.aspx?form_id=1950) (may require login to access the form). The advanced standing credit fee is added to the student's tuition bill. This step applies to students seeking advanced standing credit either through internal proficiency exams or through documented valid academic or work experience. A separate fee is charged for each attempt to earn credit through an internal proficiency exam.

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. 16) section of this Catalog.

Courses Earned through AP Exam Credit

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 an appropriate test score.

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:

a. Students obtaining an appropriate Advanced Placement (AP) exam score are awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
b. 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.
c. 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.
d. 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.

e. 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 (https://apstudents.collegeboard.org/sending-scores/) to Cincinnati State's Office of Admission for processing. Credit is shown on the student's record as AC.

The table below shows the courses and credits awarded for each Advanced Placement exam, based on the score earned.

Test Name	Score on Test	Course Awarded	Credit Hours Awarded
Art History	3-5	ART 110: Introduction to Art	3
Biology	3	BIO 131: Biology 1	5
Biology	4-5	BIO 131: Biology 1 & BIO 132: Biology 2	5 + 5
Calculus AB	3-5	MAT 251: Calculus 1	5
Calculus BC	3-5	MAT 251: Calculus 1 & MAT 252: Calculus 2	5 + 5
Capstone Research	3-5	General Elective	3
Capstone Seminar	3-5	General Elective	3
Chemistry	3	CHE 121: General Chemistry 1 & CHE 131: GEneral Chemistry 1 Lab	4 + 1
Chemistry	4-5	CHE 121: General Chemistry 1 & CHE 131: General Chemistry 1 Lab & CHE 122: General Chemistry 2 & CHE 132: General Chemistry 2 Lab	4 + 1 + 4 + 1
Chinese Language and Culture	3-5	General Elective	8
Comparative Government and Politics	3-5	POL 102: Introduction to Comparative Governments and Politics	3
Computer Science A	3-5	General Elective	3
Computer Science AB	3-5	General Elective	3
Computer Science Principles	3-5	IT 100: Computer Programming Foundations	3
English Language	3-4	ENG 101: English Composition 1	3
English Language	5	ENG 101: English Composition 1 & ENG 102: English Composition 2	3 + 3
English Literature	3-4	ENG 101: English Composition 1	3
English Literature	5	ENG 101: English Composition 1 & ENG 102: English Composition 2	3 + 3
Environmental Science	3	EVS 130: Ecology and Ecosystems	4
Environmental Science	4-5	EVS 130: Ecology and Ecosystems & EVS 110: Environmental Science: Conservation and Cleanup	4 + 4
European History	3-5	Ohio Transfer 36 Social Science Elective	3
French Language	3	FRN 101: Elementary French 1 & FRN 102: Elementary French 2	4 + 4
French Language	4	FRN 101: Elementary French 1 & FRN 102: Elementary French 2 & FRN 201: Intermediate French 1	4 + 4 + 4
French Language	5	FRN 101: Elementary French 1 & FRN 102: Elementary French 2 & FRN 201: Intermediate French 1 & FRN 202: Intermediate French 2	4 + 4 + 4 + 4
German Language	3-5	General Elective	8
Human Geography	3-5	GEO 115: Cultural Geography	3
Italian Language and Culture	3-5	General Elective	8
Japanese Language and Culture	3-5	General Elective	8
Latin	3-5	General Elective	8
Latin Literature	3-5	General Elective	8
Latin: Virgil	3-5	General Elective	8
Macroeconomics	3-5	ECO 110: Principles of Macroeconomics	3
Microeconomics	3-5	ECO 105: Principles of Microeconomics	3
Music Theory	3-5	General Elective	3
Physics 1	3-5	PHY 151: Physics 1: Algebra and Trigonometry Based	4
Physics 2	3-5	PHY 152: Physics 2: Algebra and Trigonometry Based	4
Physics B	3-5	PHY 151: Physics 1: Algebra and Trigonometry Based & PHY 152: Physics 2: Algebra and Trigonometry Based	4 + 4
Physics C: Mechanics	3-5	PHY 201: Physics 1: Calculus Based	5
Physics C: Electricity and Magnetism	3-5	PHY 202: Physics 2: Calculus Based	5
Psychology	3-5	PSY 110: Introduction to Psychology	3
Spanish Language	3	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2	4 + 4

Spanish Language	4	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2 & SPN 201: Intermediate Spanish 1	4 + 4 + 4
Spanish Language	5	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2 & SPN 201: Intermediate Spanish 1 & SPN 202: Intermediate Spanish 2	4 + 4 + 4 + 4
Spanish Literature	3-4	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2 & SPN 201: Intermediate Spanish 1	4 + 4 + 4
Spanish Literature	5	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2 & SPN 201: Intermediate Spanish 1 & SPN 202: Intermediate Spanish 2	4 + 4 + 4 + 4
Statistics	3-4	MAT 131: Statistics 1	3
Statistics	5	MAT 131: Statistics 1 & MAT 132: Statistics 2	3 + 3
Studio Art 2-D	3-5	General Elective	3
Studio Art 3-D	3-5	General Elective	3
Studio Art Drawing	3-5	ART 141: Drawing 1	3
U.S. Government and Politics	3-5	POL 101: American Government	3
U.S. History	3-5	HST 111: American History: Early Settlers to 1877 & HST 112: American History: 1877 to Present	3 + 3
World History	3-5	HST 101: World History: Prehistory to 1500 & HST 102: World History: 1500 to Present	3 + 3

Courses Earned through CLEP Exam Credit

Requesting College Level Examination Program (CLEP) Credit

Credit is awarded for College Level Examination Program (CLEP) scores. Students should have their CLEP test scores sent (https://clep.collegeboard.org/help-center/how-do-i-request-transcript-my-scores/) to the Cincinnati State Office of Admission for processing. Credit is shown on the student's record as CL.

The table below shows the courses and credits awarded for each CLEP exam, based on the score earned.

Test Name	Score on Test	Course Awarded	Credit Hours Awarded
American Government	56-62	Ohio Transfer 36 Social Science Credit	3
American Government	63 and above	POL 101: Introduction to American Government	3
American Literature	53 and above	Ohio Transfer 36 Arts/ Humanities Credit	3
Biology	50 and above	Ohio Transfer 36 Natural Science without Lab Credit	3
Chemistry	50-65	Ohio Transfer 36 Natural Science without Lab Credit	3
Chemistry	66 and above	CHE 121: General Chemistry 1	4
College Algebra	63 and above	MAT 151: College Algebra	4
English Literature	63 and above	Ohio Transfer 36 Arts/ Humanities Credit	6
Financial Accounting	65 and above	ACC 101: Financial Accounting	3
French Language	55-64	FRN 101: Elementary French 1 & FRN 102: Elementary French 2	4 + 4
French Language	65 and above	FRN 101: Elementary French 1 & FRN 102: Elementary French 2 & FRN 201: Intermediate French 1 & FRN 202: Intermediate French 2	4 + 4 + 4 + 4
German Language	59-66	General Elective	8
German Language	67 and above	General Elective	12
History of the United States 1	61 and above	HST 111: American History: Early Settlers to 1877	3
History of the United States 2	57 and above	HST 112: American History: 1877 to Present	3
Human Growth and Development	58 and above	PSY 225: Lifespan Development	3
Information Systems	50 and above	General Elective	3
Introduction to Educational Psychology	62 and above	Ohio Transfer 36 Social Science Credit	3
Introductory Business Law	57 and above	LAW 101: Business Law	3
Introductory Psychology	55 and above	PSY 110: Introduction to Psychology	3
Introductory Sociology	56 and above	SOC 105: Introduction to Sociology	3
Principles of Macroeconomics	56 and above	ECO 110: Principles of Macroeconomics	3
Principles of Management	50 and above	General Elective	3
Principles of Marketing	65 and above	MKT 101: Principles of Marketing	3
Principles of Microeconomics	57 and above	ECO 105: Principles of Microeconomics	3
Spanish Language	56-62	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2	4 + 4

Spanish Language	63-67	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2 & SPN 201: Intermediate Spanish 1	4 + 4 + 4
Spanish Language	68 and above	SPN 101: Elementary Spanish 1 & SPN 102: Elementary Spanish 2 & SPN 201: Intermediate Spanish 1 & SPN 202: Intermediate Spanish 2	4 + 4 + 4 + 4
Western Civilization 1	55 and above	HST 161: Western Civilization 1: Ancient Near East to 1648	3
Western Civilization 2	54 and above	HST 162: Western Civilization 2: 1648 to Present	3
Analyzing and Interpreting Literature	59 and above	LIT 200: Introduction to Literature	3
Calculus	64 and above	MAT 251: Calculus 1	5
College Composition	50 and above	No course awarded, but student is eligible to enroll in ENG 101	0
College Composition Modular	50 and above	No course awarded, but student is eligible to enroll in ENG 101	0
College Mathematics	63 and above	Ohio Transfer 36 Math Credit	3
Humanities	55 and above	Ohio Transfer 36 Arts/ Humanities Credit	3
Natural Sciences	No Acceptable Score	No Credit Awarded	0
Precalculus	61 and above	MAT 153: Precalculus	6
Social Sciences and History	63 and above	Ohio Transfer 36 Social Science Credit	3

Transferring College Credit

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, published at https://transfercredit.ohio.gov (https://transfercredit.ohio.gov/).

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.

To receive credit for transferred courses on a Cincinnati State transcript, the official record must be sent from the institution of higher education at which the credit was earned. In cases where a student has attended multiple colleges or universities, or earned College Credit Plus (CCP) credit elsewhere, the official transcript from each institution must be sent in order for all credit to be awarded. Transcripts should be sent to the Office of the Registrar.

Cincinnati State Ohio Transfer 36 Appeal Process

If a student transferring into Cincinnati State is dissatisfied with the credit awarded as part of the Ohio Transfer 36 (formerly Ohio 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 Ohio Transfer 36 program is the College's Academic Appeals Procedure (p. 27), 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 athttps://highered.ohio.gov/students/current-college-students/student-complaints (https://highered.ohio.gov/students/current-college-students/student-complaints/student-complaints/).

Waiver of General Education Requirements based on Earned Degree

BA/BS/AA/AS

Students admitted to Cincinnati State already holding a Bachelor of Arts, Bachelor of Science, Associate of Arts, or Associate of Science degree from a regionally accredited college or university in the State of Ohio System shall be credited with the completion of Cincinnati State's General Education requirements and Ohio Transfer 36, regardless of major or composition of the completed degree.

BAS/BTS/AAS/AAB

Students admitted to Cincinnati State already holding a Bachelor of Applied Science or Bachelor of Technical Studies degree, or an Associate of Applied Science or Associate of Applied Business degree shall be credited with the completion of Cincinnati State's General Education requirement, regardless of major or composition of the completed degree.

Note: In all cases, students may still be required to complete general education courses required to meet prerequisites and/or specific general education courses required by their Cincinnati State degree program.

Grading Policies

Grade Reports

Course grades are available to students at the end of each semester through the College's Self-Service website. It is the student's responsibility to check their 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. 27) 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. 40) elsewhere in this Catalog for additional information.

Foundations-level Mathematics courses that use course numbers beginning with a zero, as well as English as a Second Language courses, are not calculated in the GPA. (Examples: MAT 091, ESL 051.)

Incomplete (I or IP)

A grade of I (incomplete) or IP (incomplete for classes graded on a satisfactory/unsatisfactory 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. However, 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 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 Withdrawal 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 class and, after the No Show period ends, does not attend any class sessions of that course for the consecutive equivalent of 20% of the total class length, may be administratively withdrawn from the course. Examples include, but are not limited to:
  - For a 15-week class, 20% is three weeks
  - For a 10-week class, 20% is two weeks
  - For other flexibly scheduled classes, 20% of the class is calculated according to the total amount of time a class is scheduled to meet.
- Non-attendance is defined by the "Non-Attendance" policy in this Catalog.
- Instructors will include information in their class syllabus explaining how attendance is taken and stating that non-attendance for the consecutive equivalent of 20% of the total class length will lead to administrative withdrawal.
- The last day an instructor may submit an Administrative Withdrawal is the last day students can withdraw from the class.
- The instructor will use an eform to notify the Associate Dean to administratively withdraw the student from the class. After approval in the division, the eform is routed to the Registrar.

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, IP, F, or U have been earned in the current semester. Academic Foundations-level courses and English as a Second Language 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, IP, F, or U have been earned in the current semester. Academic Foundations-level courses and English as a Second Language 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 Financial Aid Resources (https://www.cincinnatistate.edu/academics/financial-aid/financial-aid-resources/) section of the College website.)

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 a Developmental Level course (i.e., MAT 093, MAT 096, ESL 051, or ESL 052)

A student on academic warning must meet with an advisor prior to registering for classes.

Academic Probation

Students on academic warning will be placed on academic probation if either 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 a Developmental Level course (i.e., MAT 093, MAT 096, ESL 051, or ESL 052)

A student on academic probation must:

a. Meet with an academic 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.
b. 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.
c. Register for classes prior to the beginning of the semester. Probation holds will not be lifted by advisors or other college personnel after the start of the semester.

Academic Suspension

Students on academic probation will be placed on academic suspension when one of these conditions has occurred:

- The student earns a semester GPA below 2.0 in the subsequent semester.
- The student fails a Developmental Level course (i.e., MAT 093, MAT 096, ESL 051, or ESL 052) 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 their 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 their program chair or academic advisor to determine a plan for academic success
- The student must have permission from their 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 Developmental Level courses (i.e., MAT 093, MAT 096, ESL 051, or ESL 052). 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 take advantage of College resources and services.

Academic Dismissal

Students returning from academic suspension will be placed on academic dismissal if they fail to attain a cumulative GPA of 2.0 after attempting 24 college level credits.

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.

Graduation Requirements

Graduation Requirements

To qualify for an associate's or bachelor's degree, a student must be admitted to a degree program, complete the program requirements as identified in the Degree Audit curriculum, and attain at least a 2.0 cumulative and program grade point average (GPA). 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, and attain at least a 2.0 cumulative and program GPA. 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), Associate of Technical Study (ATS), Bachelor of Applied Science (BAS), or Bachelor of Science in Nursing (BSN) should consult the curriculum for their program, published in the Academic Divisions section of 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), Associate of Technical Study (ATS), Bachelor of Applied Science (BAS), and Bachelor of Science in Nursing (BSN) 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

Written/Oral Communication - 6 credits

3 credits Written Communication	ENG 101 or ENG 101A
3 Credits Written or Oral Communication	department code ENG or COMM 110

Arts/Humanities, Natural Sciences, Social Sciences - 6 credits selected from two of these areas:

Arts/Humanities, including:

Art	department code ART[2]
Communication	department code COMM[1]
Culture Studies	department code CULT
Foreign Languages	department code ASL, FRN, SPN
Literature	department code LIT
Music	department code MUS[2]
Philosophy	department code PHI
Religion	department code REL
Theatre	department code THE[2]

[1] Excluding COMM 110
[2] 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

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.

Alternative Versions of Courses

Cincinnati State offers some courses in more than one version. Alternative versions are identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- The "A" version of a course has additional class time for activities to support student success.
- The "A" version of the course meets all requirements of the course without the added letter.
- In curriculum information within this Catalog, only the course number without the added letter is displayed.

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 as part of the first semester of classes taken at Cincinnati State**. Course options include:

- FYE 100 College Success Strategies: Overview (Placement into ENG 101 is required)
- FYE 105 College Success Strategies: Overview and Application
- FYE 110 College Success Strategies: Practice and Application
- FYE 120 College Success Strategies: Campus Integration

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 select and enroll in the appropriate FYE course.

Students in the Cincinnati State Honors Program fulfill the FYE course requirement by completing HNR 100 (http://catalog.cincinnatistate.edu/search/?P=HNR%20100) Orientation to Honors.

Some certificate programs also require students to complete an FYE course. The curriculum published in the Academic Divisions section of this Catalog for each certificate program indicates if an FYE course is required.

Degree-seeking or certificate-seeking students who have already successfully completed 18 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. Students who have earned an associate's or bachelor's degree from a regionally accredited college or university will be exempt from the FYE requirement.

Graduation Honors

Associate's or Bachelor'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 Process

The Office of the Registrar is responsible for monitoring student progress in completing degree and certificate requirements.

Students will be graduated at the end of the semester in which they complete all requirements for a degree or certificate. A student cannot reverse their graduated status after it has been conferred by the Office of the Registrar.

A student who graduates will receive their diploma or certificate by mail after the conclusion of the semester when requirements were completed.

Note: Graduation conferred by the Office of the Registrar is not the same as participating in the College's annual commencement ceremony. (See **Participation in Commencement**, below.)

Registrar's notification to pending graduates: Students will receive email notification from the Registrar during the sixth week of the semester in which they are enrolled in the courses needed to complete their degree or certificate. The notification will confirm that pending successful completion of those courses, the student will graduate from applicable degree or certificate programs.

If a student does not wish to graduate, for any reason, the student may opt out for the current semester. The student will automatically be placed in the group of those eligible for graduation at the end of the next semester.

Student preparation for graduation: During the semester when they expect to complete their final courses required for graduation, students should:

- Check their personal data in Self-Service to make sure these items are accurate:
  - academic degree and/or certificate programs
  - mailing address
- Monitor Cincinnati State email for communication from the Registrar regarding graduation.

Participation in Commencement

A student may participate in the annual commencement ceremony if they meet all of the following requirements:

- The student will satisfactorily complete all requirements for an associate's or bachelor'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 24 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 an "Intent to Participate in Commencement" eform by the published deadline. The form is available online via the College's Self-Service website.

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 by logging in to the College's Self-Service 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 with 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 academic 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 grade point average (GPA), and (if applicable) 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 degree or Associate of Individualized Study degree, must

complete at least 30 credit hours of college-level coursework at Cincinnati State.

For students seeking an Associate of Applied Business or Associate of Applied Science degree, at least 15 of the 30 credit hours described above must be college-level, 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 Strategic Ohio Council for Higher Education (formerly the Greater Cincinnati Collegiate Connection) 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 Ohio Transfer 36 are subject to the guidelines for Transferring College Credit (https://catalog.cincinnatistate.edu/academicpoliciesandprocedures/credittransfer/collegecredittransfer/) found elsewhere in this Catalog.

Awarding a Posthumous Degree or Certificate

In cases of a death of an enrolled student who is in process of earning a degree or certificate, Cincinnati State may honor the work of the student with the award of a posthumous degree or certificate.

To be eligible for a posthumous degree or certificate, the student must have been enrolled in good standing in a degree or certificate program, and meet one of the following conditions:

- student had completed at least 65% of the curriculum requirements at the time of death.
- student was deployed as a member of the US Armed Forces at the time of death.

A written request for the award of a posthumous degree or certificate must be submitted to the Office of the President by a nominator who may be a family member or a College representative. Eligible nominations will be reviewed by appropriate College personnel.

The student's diploma or certificate and transcript will include the statement "Awarded Posthumously." The Office of the President will finalize arrangements to present the degree or certificate.

Registration

Registration deadlines for each semester are published online on the Important Dates (https://www.cincinnatistate.edu/academic-calendar/) page of the College website.

Students may register for classes using these methods:

- Students register for classes officially using the College's Self-Service website (https://livecincinnatistate.sharepoint.com/?CT=1749845890555&OR=OWA-NT-Mail&CID=325dbd72-97d1-4f7f-127c-6a7b40eb585e) (requires login)
- In some cases, students may register in person in the Office of the Registrar (Clifton Campus, ATLC 105)

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.
  - Pay a $15 non-refundable admission fee (charged to the student's first registration bill).
- 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.
  - Pay a $15 non-refundable admission fee (charged to the student's first registration bill).
- 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 must pay a $15 non-refundable admission fee (charged to the student's first registration bill).

For additional information, see the Admissions (https://www.cincinnatistate.edu/admission/) section of the College website.

Changing Degree Programs

Students who wish to change from one degree or certificate program to another must complete the "Add or Change Major" form available from the College's Self-Service website.

When a student changes 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 Grade Point Average (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 and/or cooperative education coordinator.

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 or bachelor's degree program. Students in pre-admit/pathway 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 the "Add or Change Major" form available from the College's Self-Service website. 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 chair and academic 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 chair or advisor, or 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

The National Student Clearinghouse is the College's verifying agent. Students can see their enrollment status at **https://www.studentclearinghouse.org/solutions/learners**. If a student needs specific items verified, that request should be sent to the Office of the Registrar at ro@cincinnatistate.edu.

Late Registration

Late registration begins prior to the beginning of classes and continues until registration for the class ends. The instructor's approval and signature will be required to add a class once a semester or term has begun. The Dean and/or Provost's approvals and signatures may be required in the case of very late adds. All late registration activity must be processed by the Registrar's office with a "Registration Activity Request" (https://www.cincinnatistate.edu/wp-content/uploads/2023/11/LATE-REGISTRATION-ACTIVITY-REQUEST-CORRECTION-110123.pdf) form.

Specific registration deadlines for each semester are published on the Important Dates (https://www.cincinnatistate.edu/academic-calendar/) page of the College website.

Legal Name Changes

To request a legal name change, students must complete a "Personal Data Change" (https://www.cincinnatistate.edu/wp-content/uploads/2024/05/PERSONAL-DATA-CHANGE-NEW-FORM-1.pdf) form and return the form to the Office of the Registrar. All legal name change requests must be accompanied by copies 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.

Prerequisite Requirements

Before a student is permitted to register for any course, the student must successfully complete prerequisite requirements, or be currently enrolled in the course that is the prerequisite. A prerequisite can be satisfied by an appropriate placement or successful completion of a designated 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 Grade Point Average (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 a (*) 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 student may be required 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 Aid and Scholarships (p. 23) 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, certificate-seeking, and College Credit Plus (CCP) 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.

For additional information regarding online registration, please refer to the Registrar (https://www.cincinnatistate.edu/registrar/) section of the College website.

Academic Reassessment Policies (Fresh Start and Academic Forgiveness)

Cincinnati State recognizes that, in some circumstances, students may seek to have their cumulative and program Grade Point Averages (GPA) adjusted to reflect their academic success in their current program.

There are two methods available for reassessment:

- **Fresh Start** applies to returning students after an absence of three (3) years or more.
- **Academic Forgiveness** applies to current students, or those returning after an absence of less than three (3) years.

Both Fresh Start and Academic Forgiveness are one-time, non-reversible options. Courses previously used to complete a degree or certificate earned at Cincinnati State, or applicable to the student's current program of study, are not eligible for reassessment.

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.

Fresh Start

For Fresh Start eligibility, students must:

- Complete all readmission procedures and requirements.
- Be admitted to a degree or certificate program.
- Have completed all Developmental Education/Academic Foundations requirements, if applicable.

- Have 12 or more credits remaining in their program, not including coursework for which Satisfactory/Unsatisfactory grades are assigned.

To request Fresh Start, students must:

- Complete a "Petition for Fresh Start" (https://www.cincinnatistate.edu/wp-content/uploads/2023/08/Petition-for-Fresh-Start.pdf) form in consultation with the program chair or academic advisor. This petition lists courses in which the student earned grades of D or F and requests that they no longer be calculated in the GPA.
- Submit the completed petition to the Office of the Registrar by the 15th day of the full semester, and within two semesters of admission to a degree or certificate program at Cincinnati State.

Academic Forgiveness

For Academic Forgiveness eligibility, students must:

- Be admitted to a degree or certificate program.
- Have completed all Developmental Education/Academic Foundations requirements, if applicable.
- Have 12 or more credits to complete in their program, not including coursework for which Satisfactory/Unsatisfactory grades are assigned.

To request Academic Forgiveness, students must:

- Complete a minimum of 12 additional credits and maintain a GPA of 2.0 or higher and earn no grade lower than a C. Developmental Education/Academic Foundations courses and co-op courses are not eligible.
- Complete a "Petition for Academic Forgiveness" (https://www.cincinnatistate.edu/wp-content/uploads/2023/08/Petition-for-Academic-Forgiveness.pdf) form in consultation with the program chair or academic advisor. This petition lists courses in which the student earned grades of D or F and requests that they no longer be calculated in the grade point average.
- Submit the completed petition to the Office of the Registrar by the 15th day of the full semester. Late petitions are held until the following semester.

Upon receipt of the request for Fresh Start or Academic Forgiveness, the Office of the Registrar reviews submitted petitions. If the petition is approved, the following statement appears on the student's transcript:

*"The **(Fresh Start or Academic Forgiveness)** policy has been applied to academic work at Cincinnati State prior to **(term/year of petition approval)**.*

Grades for all courses will remain on the transcript but will be marked with an asterisk (*) and the cumulative grade point average will be recalculated based upon the remaining applicable courses completed.

If a student does not meet requirements for Fresh Start or Academic Forgiveness, they will be informed that the petition has been denied and may resubmit the petition when they are eligible.

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 other non-academic policies of the College.

The College's policy on Academic Integrity is covered in the Academic Policies and Procedures (p. 25) 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 Senior Director of Student Success and 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 and parental status, 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 Director of Human Resources, who is the designated Equal Employment Opportunity (EEO) Coordinator for the College.

Falonda Rodgers
Director of Human Resources
Cincinnati State Technical and Community College
3520 Central Parkway
Cincinnati, Ohio, 45223-2690

(513) 569-1759
falonda.rodgers@cincinnatistate.edu

Dissemination Procedure

This policy shall be disseminated through the following means:

- Cincinnati State website
- College Catalog
- College Operations Manual
- Student Code of Conduct (by reference)
- Adjunct Handbook
- New Employee Orientation
- 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 U.S. 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:
Falonda Rodgers
Director of Human Resources
Cincinnati State Technical and Community College
3520 Central Parkway
Cincinnati, Ohio, 45223-2690

(513) 569-1759
falonda.rodgers@cincinnatistate.edu

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 Vice President of Administration, who functions as the final mediator at the local level,

within five school days from the date of the Step 1 decision. The Vice President's decision is final.

Student Responsibilities (Student Code of Conduct)

Introduction and Purpose

The Student Code of Conduct is established to foster and protect the core mission 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 mission.

The mission of the College is to provide student-focused, accessible, quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

Misconduct such as cheating, plagiarism, fabrication, or other forms of academic dishonesty will be referred to the Dean or designee 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 (http://catalog.cincinnatistate.edu/academicpoliciesandprocedures/) section of this Catalog.

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 Technical and Community College location. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are also 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 Senior Director of Student Success & Development.

6. The term "COLLEGE PREMISES" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.

7. The term "ORGANIZATION" means any number of persons in a group who have complied with the formal requirements for College recognition or registration.

8. The term "SHALL" is used in the imperative sense.

9. The term "MAY" is used in the permissive sense.

10. The term "POLICY" is defined as the written regulations of the College as found in, but not limited to, the College Catalog.

11. The term "PRIVILEGES" includes, but is not limited to: (1) use of College facilities (game room, fitness center, etc.), (2) ability to be on campus outside of class times.

Prohibited Conduct

Though the following is not an exhaustive list, any student found to have engaged, or attempted to engage, in any of the following conduct while within the College's jurisdiction, shall be subject to disciplinary action by the College.

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 and/or discrimination on the basis of race, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, or disability. The prohibition on harassment extends to use of phone, texting, mobile, and internet platforms, regardless of whether they are under the control of the College. Certain forms of harassment are defined as Prohibited Conduct and addressed in the College's *Sex Discrimination, Title IX Sexual Harassment, and Retaliation Policy*. Other forms of harassment, including Non-Title IX Sexual Harassment and Sexual Misconduct, are defined and addressed in this Code and in the Addendum to this Code;

3. Non-Title IX Sexual Harassment and Sexual Misconduct, which is defined in the Addendum to this Code;

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 with 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. 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; and/or infringing on the rights of others.

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;

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 Technology Policy (http://catalog.cincinnatistate.edu/studentrightsandresponsibilities/informationtechnologyandresources/) found in this 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 Police and other law enforcement officers 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. Retaliation, which is defined as an adverse action or threat of adverse action taken against an individual for reporting behavior that may be prohibited by law or policy or participating in an investigation or resolution process related to an allegation of misconduct. Retaliation must be sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive and that adversely affects the targeted individual's/group's educational, work, or living environment.

31. 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;

32. Violation of any College policy, 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;

33. Smoking less than twenty-five (25) feet away from any College building entrance or HVAC intake vents (this includes e-cigarettes, vaping, and chewing tobacco).

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 related 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.

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 seriously 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 Student Conduct Code review. The instructor or staff member is also required to complete a police Incident Report 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 Senior Director of Student Success & Development and shall not return to class without permission from the Director.

Interim Suspension

When the Senior Director of Student Success & 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 Senior Director of Student Success & Development. 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 Senior Director of Student Success & 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. A formal complaint must be reported by the complainant 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 managed by the Senior Director of Student Success & Development as 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 its filing.

3. All non-academic complaints will be referred to the Senior Director of Student Success & Development, or their designee, for investigation, informal resolution, and/or resolution. A temporary hold may be placed on a student's account pending an investigation, informal resolution and/or resolution.

4. After interviewing the accused student and all appropriate witnesses in the matter, and reviewing documentary and other

evidence related to the matter, the Senior Director of Student Success & Development, or their designee, may take the following actions:

- Determine that no, or insufficient, grounds exist to believe that a violation occurred and dismiss the complaint.
- Determine that sufficient grounds exist to believe that a violation occurred and forward the issue to the Administrative Conference process, if appropriate, or the Student Conduct Hearing Panel to conduct a formal hearing of the complaint. In the event of such a determination, the Senior Director 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.

5. If the Senior Director of Student Success & 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 Provost may appoint a designee to hear the case.

6. The Student Conduct Hearing Panel will, whenever possible, be convened within thirty (30) calendar days following notification to the accused student.

Standard of Evidence

Decisions made by Student Conduct Hearing Panel will be made based on a preponderance of the evidence standard.

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 Conference

Depending on the nature of the offense, a student may have the opportunity to participate in an Administrative Conference. Participation in an Administrative Conference permits a student to admit, in writing, to an offense and move directly to the administration of sanctions. The sanction(s) may be imposed by the Senior Director of Student Success & Development, or their designee. Students who participate in an Administrative Conference retain their ability to appeal the imposition of sanctions, but only on the grounds that the sanction is grossly disproportionate to the offense committed.

A student who has questions about the Administrative Conference, or its availability in a particular matter, is encouraged to, and shall be afforded an opportunity to, meet with a College official who will explain the Administrative Conference process as well as the Student Conduct Hearing Panel process.

Hearing Panel

If a matter is referred to the Student Conduct Hearing Panel, such a panel will consist of three faculty or staff members appointed by the Senior Director of Student Success & Development, or their designee. The Senior Director of Student Success & Development, or their designee, shall appoint one of the Hearing Panel members as Chair.

Notice of Hearing

If a hearing is to be held, the Senior Director 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. Where possible, the hearing should take place within thirty (30) calendar days following the referral of the matter to the Senior Director. Written notification of the date, time, and location 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.

The accused student may request a postponement for reasonable cause, or a hearing separate from hearings for 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 present at the hearing, but this person shall be an advisor only and shall not participate in the hearing.

Hearing Procedures

Although the procedural requirements are not as formal as those employed in criminal or civil proceedings in courts of law, to ensure fairness, the following procedures will apply and, be included within the hearing notice:

1. Attendance at hearings is limited to those directly involved or those requested by a participant in the hearing or by a panel member. The Chair 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 specifically requested by the Chair.

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 Chair, 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 Senior Director 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. 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).

5. 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 Senior Director 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.

6. Sanctions should be commensurate with the violation(s) found to have occurred. In determining the sanction(s) to be imposed, the Senior Director 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 the Potential Sanctions section of this Student Code of Conduct.

7. The decision of the Hearing Panel shall be placed in writing, and the Senior Director will provide documentation that due process has been followed. In the same notification, the student shall be informed of the procedure by which to appeal the decision. Such notification may be hand delivered; sent by email to the parties using official College email addresses; or mailed to the last known address of the parties, either by certified mail or first class mail.

Record of Proceedings

A single record consisting of written notes, tape recording, or other method selected by the Hearing Panel or Senior Director of Student Success & Development or his/her designee, 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.

Failure to Appear

If a student fails to appear for a scheduled conduct hearing with the Senior Director of Student Success & Development or for an appearance before the Student Conduct Hearing Panel, the case may be adjudicated and a sanction imposed in the student's absence. The Senior Director 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 Senior Director 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.

For 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.

Appeal Process

A student who would like to appeal a decision made by the Student Conduct Hearing Panel must deliver a written letter of appeal to the College's Provost, or their designee. The appeal must set forth why the student believes the decision or sanction should be overturned or modified, based on one or more of the grounds set forth below. The appeal must be postmarked, emailed, or hand-delivered within ten (10) calendar days after the outcome of the Student Conduct Hearing Panel was delivered to the student.

Grounds for Appeal

An appeal may be based only upon one or more of the following grounds:

1. Procedural error;

2. Discovery of substantial new facts that were unavailable at the time of the hearing; and

3. That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

Appeal Proceedings

The Provost, or their designee, will review all of the materials submitted by the student and the College file on the matter. They may, but are not required to, review the recording of the Student Conduct Hearing Panel (if one exists) or interview the student and/or other persons who may have information relevant to the appeal.

If the student has submitted substantial new information not available at the time of the Student Conduct Hearing Panel, the Senior Director of Student Success & Development will receive a copy of the new information and may present a response or other additional information related the student's new information. The student will receive a copy of or be present for the presentation of any such new information or response from the Senior Director of Student Success & Development.

The Provost, or their designee, will determine whether the outcome of the Student Conduct Hearing Panel, or the Administrative Conference, will be upheld, whether there should be a reduced sanction, or whether the case should be remanded for an additional conference, hearing, or in the case of appeals from an Administrative Conference, re-sanctioning. The Provost, or their designee, will issue the decision within ten (10) calendar days of the date of receipt of the student's appeal letter if possible

The decision of the Provost, or their designee, will be put in writing and a copy will be provided to the student via hand delivery; sent by email using official College email addresses; or mailed to the last known address of the parties, either by certified mail or first class mail.

The decision of the Provost, or their designee, shall be final.

At the conclusion of the appeal process, all records of the proceedings will be returned to the Senior Director for retention in accordance with College policy and applicable law.

Minor Deviations from Procedure

A student and the Senior Director of Student Success & Development 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 Senior Director of Student Success & Development for a period of five (5) years. Expulsion records are kept forever, and all other files are purged after five years.

Jurisdiction

The Student Code of Conduct applies to conduct of students that occurs on College premises. The Code also applies to conduct of students that occurs online or via telephonic or electronic means, including but not limited to the College electronic learning system, texting, the Internet, and social media. The Code also applies to conduct of students that occurs away from College premises if the conduct is deemed to affect the College or its students and employees. Examples of non-College premises where student conduct will be subject to the jurisdiction of the Code, include but are not limited to:

- Any location where a course is being provided.
- Any clinical practice sites;
- Any activity performed to satisfy academic course requirements, such as internships, field trips, or student teaching;
- Any activity supporting pursuit of a degree, such as research at another institution;
- Any activity sponsored, conducted, or authorized by the College or by student organizations, including but not limited to, social events, athletic contests, and philanthropic activities;
- 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; or
- Any activity in which a police report has been filed, a criminal indictment or information has been issued, or an arrest has occurred for a crime of violence.

Each student shall be responsible for their conduct from the time of notification of acceptance for admission through the actual awarding of a degree or certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, even if the misconduct is not discovered until after a degree or certificate is awarded. The Code shall apply to a student's conduct even if the student withdraws from the College while a disciplinary matter is pending. The Senior Director of Student Success & Development shall determine, in his or her sole discretion, whether the Code will be applied to conduct occurring off College premises, on a case by case basis.

All formal complaints alleging a violation of this Code shall be subject to the student disciplinary procedures. Any student who is found to have committed an act of misconduct may be disciplined in accordance with the Code. If the student is suspected of violating a state or federal law, the incident may be reported to the Cincinnati State Technical & Community College Police and appropriate law enforcement agency. Civil or criminal charges may occur concurrently with allegations under this Code.

The College reserves the right to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.

All statements in this Code of Conduct are announcement of present policy only and are subject to change at any time without prior notice.

Addendum for Students Accused of Sexual Harassment or other Sexual Misconduct

This Addendum to the Student Code of Conduct applies to Prohibited Non-Title IX Sexual Harassment and Sexual Misconduct.

All complaints or reports of sexual harassment, dating violence, domestic violence, stalking, and sexual assault by students will initially be referred to the Title IX Coordinator or designee for review and determination of whether the allegation is covered by the *Sex Discrimination, Title IX Sexual Harassment, and Retaliation Policy ("Title IX Policy")*.

If the reported conduct is not within the definitions or jurisdictional elements of the Title IX Policy or is not Prohibited Non-Title IX Sexual Harassment and Sexual Misconduct, as defined below, it will be evaluated under the Student Code of Conduct to determine if it is prohibited behavior under the Student Code of Conduct.

Prohibited Non-Title IX Sexual Harassment and Sexual Misconduct

Definitions

i. **Advisor** means an individual providing support, guidance, or advice to either party where the matter involves the Code's prohibition of dating violence, domestic violence, sexual assault, or stalking. This definition is not to be confused with the definition of Advisor in any other College policy or procedure, including the College's Title IX Policy.

ii. **Dating violence (non-Title IX)** has the same definition of Dating Violence in College's Title IX Policy, but is either not on the basis of sex or does not meet all of the threshold requirements to be addressed under the Title IX Policy.

iii. **Domestic Violence (non-Title IX)** has the same definition of Domestic Violence in College's Title IX Policy, but is either not on the basis of sex or does not meet all of the threshold requirements to be addressed under the Title IX Policy.

iv. **Sexual assault (non-Title IX)** has the same definition of Sexual Assault in College's Title IX Policy, but does not meet all of the threshold requirements to be addressed under the Title IX Policy.

v. **Sexual Harassment (non-Title IX)** means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access by the individual to aid, benefits, or services;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual or access by the individual to aid, benefits, or services; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's job performance or learning ability or creating an intimidating, hostile, or offensive working environment.

vi. **Sexual Exploitation** is an act or acts committed through non-consensual abuse or taking advantage of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. Examples include, but are not limited to:

1. Invasion of sexual privacy,

2. Recording or attempting to record nude, partial nude or sexual media without the consent of the person or persons depicted in the media,

3. Streaming, sharing or distributing nude, partial nude or sexual media without the consent of the person depicted in the media,

4. Non-consensual sexual voyeurism,

5. Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity,

6. Administering sexual assault facilitating drugs including, but not limited to alcohol, sleeping pills, sedatives, tranquilizers, anesthetics, depressants, and psychotropics without a person's knowledge and permission,

7. Going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity),

8. Exposing one's genitals, in non-consensual circumstances,

9. Inducing another to expose their genitals,

10. Discontinuing the use of a prophylactic barrier without partner's knowledge or consent during sexual intercourse,

11. Prostituting another person, and

12. Knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

vii. **Stalking (non-Title IX)** has the same definition of Stalking in the College's Title IX Policy, but is either not on the basis of sex or does not meet all of the threshold requirements to be addressed under the Title IX Policy. For purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

3. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Conference and Hearing Process

The Hearing Panel process listed in the Student Code of Conduct is applicable to the Prohibited Non-Title IX Sexual Harassment and Sexual Misconduct, with the following additions or adjustments:

i. A student alleged to have violated the Student Code of Conduct's prohibition on dating violence (non-Title IX), domestic violence (non-Title IX), sexual assault (non-Title IX), sexual exploitation, sexual harassment (non-Title IX), or stalking (non-Title IX), may be accompanied by an Advisor. An Advisor can be a member of the College's community (*e.g.*, a faculty member, administrator, or another student) of the student's choosing. An Advisor can also be an attorney.

ii. The College will not limit the choice or presence of an Advisor in any meeting or grievance proceeding. However, Advisors cannot be a responding party or witness in the same incident as the student seeking support. Additionally, Advisors are not permitted to speak, advocate for, or participate directly in conflict resolution processes in any way; students are responsible for their own engagement. Advisors are required to abide by the College's restrictions regarding the extent to which they may participate in proceedings, and any restrictions will apply equally to both parties. If a party's Advisor refuses to comply with restrictions set by the College, the College may require the party to use a different Advisor. It is the responsibility of the student to identify and arrange inclusion of an Advisor; the resolution process will not be altered or paused to adapt to the schedule of an Advisor.

iii. For cases involving non-Title IX dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment, or stalking, the College will simultaneously notify the Complainant and Respondent of:

1. the result of any disciplinary proceeding;

2. the ability of either party to appeal the result of any disciplinary proceeding;

3. the procedures for making an appeal;

4. any change to the result of a disciplinary proceedings;

5. when the results of any disciplinary proceedings become final.

iv. All conferences and hearings will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent, and who have been trained annually on issues relating to of dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment, or stalking.

Supportive Measures

Supportive measures may be offered to students involved in a proceeding brought under the Student Code of Conduct and this

Addendum based on Prohibited Non-Title IX Sexual Harassment and Sexual Misconduct. The available supportive measures are the same as those set forth in the College's Title IX Policy.

A student requesting supportive measures should contact the Senior Director of Student Success & Development, who will coordinate the College's response to such requests

Applicable Procedures

Where not addressed above, the definitions and procedures found in the Student Code of Conduct are applicable to the above-listed Prohibited Non-Title IX Sexual Harassment and Sexual Misconduct.

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) (https://studentprivacy.ed.gov/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
- Address
- Email address and/or telephone number
- Program (degree or certificate)
- 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 then be released without the student's written consent.

Cincinnati State has established formal academic partnerships with several four-year colleges and universities to facilitate transfer of Cincinnati State associate's degree graduates to baccalaureate programs. Directory information plus addresses, telephone numbers, and e-mail addresses of Cincinnati State students who have achieved 80+ credit hours earned and a 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.

Photographs are taken and film or video recording of students at College events occurs throughout the academic year for informational, promotional, and recruitment purposes. Students who do not wish to be included in these visuals must inform the College Marketing Department 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:

a. 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.
b. The right to ask the College to amend a record that a student believes is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record they believe 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 their 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.
c. 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 school 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

d. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
e. The right to file a complaint (https://studentprivacy.ed.gov/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, contact the Office of the Registrar by phone at (513) 569-1522 or by email to registraroffice@cincinnatistate.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) (https://www.hhs.gov/hipaa/for-individuals/) 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 of 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 by phone at (513) 569-1522 or by email to registraroffice@cincinnatistate.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 release this information without the student's written prior consent only 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 Release of Information section above for information pertaining to the release of directory information.

Chosen Name and Preferred Pronoun Policy

Chosen Name and Identified Pronouns Policy

Cincinnati State believes the inclusion of diverse experiences is critical to academic and social success. One way the College demonstrates inclusion is through voluntary use of chosen names and identified pronouns.

To support an inclusive campus community and encourage self-expression, Cincinnati State students and employees may display their chosen first name and/or identified pronouns in College records and electronic systems where legal names are not required and where implementation in electronic records is available. Typically, pronouns are displayed within parentheses after a name; for example: "Charlie Smith (they/them)".

The College is striving to implement chosen names and identified pronouns in as many electronic systems as possible, starting in Spring Semester 2025.

The College encourages faculty, staff, and students to use an individual's chosen name and identified pronouns. However, the College cannot mandate that they do so.

Chosen names cannot include symbols or numbers. A chosen name cannot be derogatory, obscene, or violate College policy.

For more information on this policy, and the process for displaying a chosen first name and identified pronouns, please see the Chosen Name and Identified Pronouns Policy (https://www.cincinnatistate.edu/catalog-academic-policies/chosen-name-and-identified-pronouns-policy/) page of the College website.

Students with questions about this policy should contact the Provost's Office by email at provostoffice@cincinnatistate.edu.

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:

a. 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.
b. 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.
c. 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

d. 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.

e. 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.

Sexual Misconduct Policy (Title IX)

Sex Discrimination, Title IX Sexual Harassment, and Retaliation Policy

Cincinnati State Technical and Community College is committed to supporting a safe, respectful, and healthy college environment. In furtherance of this commitment, Cincinnati State prohibits discrimination on the basis of sex as well as sexual harassment, which includes dating violence, domestic violence, sexual assault, stalking, and retaliation, as defined in this Policy, and in compliance with applicable statutory and legal guidance.

If you are in immediate danger, please call 911 or, if you are on campus, call the Cincinnati State Police at (513) 569-1558.

The College has designated and authorized the following individual as the Title IX Coordinator to coordinate its efforts to comply with Title IX:

Falonda M. Rodgers, Director of HR & Title VI, IX & Section 504 Coordinator
3520 Central Parkway, Cincinnati, OH 45223-2690
falonda.rodgers@cincinnatistate.edu
(soni.hill@cincinnatistate.edu)
(513) 569-1759

The College has designated and authorized the following individual as the Deputy Title IX Coordinator to coordinate its efforts to comply with Title IX:

Soni Hill, Senior Director of Student Success & Development
3520 Central Parkway, Cincinnati, Ohio 45223-2690
soni.hill@cincinnatistate.edu
(513) 569-4215

Any inquiries or complaints concerning the application of Title IX may be referred to the Title IX Coordinator using the contact information above, and/or you may file a Maxient Report.

- Maxient is a Cincinnati State online reporting system that assists in tracking behaviors of concern.
- To make a Maxient report, click this link: https://publicdocs.maxient.com/incidentreport.php?CincinnatiState

To read the full Policy Statement on Sex Discrimination, Title IX Sexual Harassment, and Retaliation, click here (https://www.cincinnatistate.edu/wp-content/uploads/2023/05/Cincinnati-State-Sex-Discrimination-Title-IX-Policy.pdf).

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 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.

Acceptable Use of Technology

Acceptable Use of Technology

Overview

To define what users may or may not do in the process of utilizing Cincinnati State IT systems and resources, acceptable use of technology policies are provided.

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

Students 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 dual enrollment 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 and its subsidiaries, divisions, and affiliates.

Business Partners are individuals or firms considered customers and suppliers of the College, including contractors and consultants.

Communication Services, for the purposes of this policy, are messages and documents sent or received via letter, memo, telephone, voicemail, 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 voicemail messages may have the same status as paper records.

The following types of messages are strictly prohibited:

- Messages with threatening, harassing, abusive, embarrassing, vulgar, sexual, racially offensive, defamatory, indecent content or implication, or anything else contrary to any Cincinnati State policy.
- Messages proposing any type of commercial transaction, including sales or trades (such as "want ads"), chain letters, betting pools, gambling, political announcements or solicitations, 'junk' e-mail or e-mail posted on a bulk basis to multiple recipients or other solicitations and distributions that are not related to Cincinnati State.
- Messages that violate any law, regulation, or Cincinnati State policy, including, for example, copyright or employment laws.
- Messages that disclose any confidential or proprietary information of Cincinnati State to any employee, business partner, or other third party having no business-related need to know the information.
- Messages or communications disclosing sensitive Cincinnati State data (such as posting messages on internet "chat rooms") unless said messages are authored by a designated Cincinnati State spokesperson.

Communication between employees must be carefully thought out. The ease of use and instantaneous nature of e-mail sometime lulls the user into making statements that he or she would never have made using written memos. Messages and material downloaded from the Internet and sent by e-mail can give rise to legal action against Cincinnati State and its employees. Therefore, no one may put something into an e-mail message that they would not put down on paper, and voice mail may not be appropriate for certain confidential communications. When using e-mail for confidential communication, use caution and make sure that the person to whom you are sending the communication knows that you are sending a confidential message by, for example, putting the word “confidential” in the subject line.

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.

Guidelines for Protection of Confidential Communications

Employees must take appropriate steps to safeguard all sensitive or confidential information regardless of the method of communication. Depending on the circumstances and the nature of the confidential information, appropriate steps may include:

- **Fax**: ensuring that the actual recipient or recipient's designee is present at the receiving fax machine.
- **Email**: sending the message via a file attachment that is password-protected or with encryption enabled. Consult with Information Technology Services for further details and requirements on encryption and before you encrypt any data.
- **Voicemail**: avoiding communication via voice mail. Direct telephone contact with the recipient may be necessary. Using speakerphone in public areas, pay phones in high traffic areas such as airports, and analog mobile (vs. digital encrypted) telephone services are usually not appropriate when sensitive or confidential information is to be discussed.
- **Interoffice Mail**: having sensitive or confidential information hand delivered whenever possible. When this is not possible, notify the intended recipient via telephone to expect the mailing and send the information in a solid, sealed container (envelope, box, etc.) labeled “confidential”.
- **Public Mail**: sending with registration, return receipt requested, and/or other means to verify that the intended recipient received it. Notify the intended recipient via telephone to expect the mailing.
- **Print**: avoiding the use of printers located in open, generally available areas (e.g., departmental network-based printers) when printing sensitive or confidential information unless the person printing the information is present at the printer to ensure privacy.
- **Internet Services**: sensitive or confidential information must not be disclosed via an internet or other online service bulletin board, social media platform, chat room, usenet news bulletin, or any other messaging service.

Where e-mail messages do contain confidential information, they must be clearly marked “confidential.” They must also incorporate a warning if they reach anyone other than the intended recipient, which must read as follows:

"This transmission is intended only for use by the intended recipient(s). If you are not an intended recipient you must not read, disclose, copy, circulate or in any other way use the information contained in this transmission. The information contained in this transmission may be confidential and/or privileged. If you have received this transmission in error, please notify the sender immediately and delete this transmission, including any attachments."

If you intend to rely on the contents of an e-mail at any future date, a separate hardcopy must be kept on file. The e-mail must not be stored electronically.

Personal Use of Communication Services

Occasional personal use of Cincinnati State communications services can 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 must in no way impact the employee's ability to perform job functions at acceptable levels.
- Personal use of Cincinnati State communications services may in no way conflict with other policies, procedures, or guidelines.
- Personal use of Cincinnati State communications services must be confined to the employee's own time (e.g., before/after business hours, during lunch, during breaks as defined by Human Resources policy). Personal use for commercial purposes not related to Cincinnati State business is prohibited.
- Under no circumstances are personal documents, messages, social media posts, chat room conversations, usenet news bulletins, pictures, or other communications to be posted to an internet or other online service from a Cincinnati State e-mail address, user ID, or server.

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 publicity adverse to Cincinnati State; (f) prevention of sexual harassment and workplace intimidation; (g) enforcement of Cincinnati State policies (particularly those on authorized use of IT); and (h) management and control of costs and capacity of Cincinnati State IT systems.

Any automated monitoring that might be used by Cincinnati State would be applied to all communications in a particular communication channel and would not be directed at any specific employee. That said, the College may request, through Human Resources and/or Public Safety, monitoring a specific employee for a specific reason. 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.

Internet Usage

Cincinnati State provides access to public information networks for the convenience and efficiency of students and employees in the course and scope of conducting business for 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).

Introduction

Cincinnati State provides access to public information networks, such as the Internet, as an information and communications tool. While Cincinnati State recognizes that use of these public networks offers tremendous benefits, these public networks can create exposure to potentially damaging risks, including liability due to careless communication, exposure to computer hackers and viruses, and potential loss of productivity. When using the Internet in the context of their job (employees) or because of academic necessity (students), users shall be cognizant of the implication of their communications. They shall consider that their communications can create the same impression as a memo printed on Cincinnati State letterhead. Hence, each user has a responsibility to ensure that when using the Internet on the job (employees) or because of academic necessity (students) that any communications are in accordance with the nature and context of the user's job responsibilities (employees) or because of academic necessity (students).

Usage

Access to Cincinnati State's resources is a privilege, which is allowed only to the College's authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following.

- You must understand and comply with all applicable federal, state, and local laws.
- You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people. You must not attempt to "sniff" or eavesdrop on data on the network that is not intended for you.
- You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your password with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the ITS department.
- The College's policy on harassment applies equally to electronic displays and communications as to the more traditional (example, oral or written) means of display and communication.
- Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
- Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (SPAM) are prohibited.
- Spoofing, or attempts to spoof or falsify email, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
- You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by "locking" systems without permission from the appropriate system manager.
- You must conform to laws and College policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources must secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
- You must not use college computing or networking resources, or personal computing resources accessed through college network facilities to collect, store, or distribute information or materials, or to participate in activities that are in violation of federal, state, or local laws.
- You must not use college computing or networking resources, or personal computing resources accessed through college network facilities to collect, store, or distribute information or materials in violation of other College's policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
- You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.
- Use of Cincinnati State's resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the College.
- The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the College without permission or to unauthorized persons is not permitted and may be prosecuted under Ohio Law.
- Willful or unauthorized misuse or disclosure of information owned by the College will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of college resources. Failure to do so may subject the individual to loss of network access and/or the disciplinary action referred to above.

The college's ITS department may immediately suspend service to an individual or computer found to be significantly degrading the usability

of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to act, which may result in dismissal from school and/or termination of employment.

Insider Information

It is the policy of Cincinnati State to comply with all relevant state and federal civil and criminal securities laws which, among other things, prohibit insider trading. An employee may be held liable for violating state and federal civil and criminal laws if they trade in securities while in possession of material, non-public information regarding the business of the College or disclose or tip material, non-public information to another person who subsequently uses that information to his or her profit. These laws are severe. It is imperative that each user of any public information network exercise extreme caution when disclosing information about the college. Dissemination of non-public information over the Internet is strictly prohibited by the college and is grounds for immediate dismissal.

This policy conforms to Ohio IT Policy ITP-E.8 “Use of E-mail, Internet and Other IT Resources.”

Additional information about technology-related policies and procedures is available in the Information Technology Services section of the College intranet. Students and employees must login to MyCState 2.0 to access this information.

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. 48).

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.

Use of Artificial Intelligence (AI) Policy

Cincinnati State Technical and Community College (also identified herein as “the College”) is committed to fostering an educational environment that responsibly integrates Artificial Intelligence (AI) technologies to enhance learning and uphold academic integrity. The following policy outlines the College's approach to the use of AI tools by students and employees.

Purpose

This policy aims to provide clear guidelines for the ethical and effective use of AI tools within the College's academic and administrative activities, ensuring alignment with the institution's mission and values.

Definitions

- **Artificial Intelligence (AI):** Computer systems capable of performing tasks that typically require human intelligence, such as understanding natural language, recognizing patterns, and making decisions.
- **Generative AI Tools:** AI applications that can produce content, including text, images, and code, based on input prompts (e.g., ChatGPT, DALL-E).

Scope

This policy applies to all members of the Cincinnati State community, including students, faculty, staff, and administrators, across all academic and administrative functions.

Guidelines

- **Academic Integrity:** Students are expected to complete assignments independently unless otherwise specified. The use of AI tools to generate content for assignments is prohibited unless explicitly allowed by the instructor. Unauthorized use of AI tools constitutes a violation of the College's Academic Integrity Policy (p. 26).
- **Instructor Discretion:** In areas of the College where departmental, programmatic, or accrediting body policies exist, instructors must adhere to those established guidelines, ensuring alignment with broader institutional or professional standards. In all other cases faculty members have the authority to determine the appropriateness of AI tool usage in their courses. Instructors should clearly communicate their policies and the College’s policies regarding AI tools in their course syllabi and discuss these policies with students.
- **Transparency and Disclosure:** When AI tools are permitted, users must disclose their use and properly attribute any AI-generated content. This includes specifying the tool used and the extent of its contribution.
- **Data Privacy and Security:** Users must not input confidential or sensitive information into AI tools, especially AI tools not provided or vetted by the College, to protect personal and institutional data.
- **Ethical Use:** The College encourages the ethical use of AI tools, emphasizing critical evaluation of AI-generated content and awareness of potential biases. Users should ensure that AI applications are used in ways that align with the College's commitment to equity and inclusion.

Implementation

- **Education and Training:** The College will endeavor to provide resources and training to help the College community understand AI technologies and their appropriate applications.
- **Policy Review:** This policy will be reviewed regularly by a subcommittee of the Academic Policies and Curriculum Committee (APCC) to adapt to technological advancements and emerging best practices in AI integration within educational settings.
- **Oversight:** Authority for amendments and operational authority for the implementation of this policy resides with the Provost, in consultation with APCC.

Student Services

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

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

Mandatory Advising

Students are required to meet with an academic advisor prior to registering for their first two semesters. In some cases, students may be required to meet with an advisor each semester prior to registering for classes until all prerequisite coursework has been completed for admission into their major.

For more information on how to schedule an advising appointment, visit the Academic Advising page (https://www.cincinnatistate.edu/academic-advising/) of the College website.

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 offered include:

Consultation and Assessment: Available to students, faculty, and administrators. Counseling Services provide help in identifying a student's needs, appropriate campus services, and possible referral for community resources.

Personal Counseling: Enrolled students may take advantage of one-on-one, short-term counseling to help navigate and cope with personal and emotional challenges that may be interfering with school, relationships, and other responsibilities.

Campus and Community Referral: Available to students who may need access to community resources. Not every student concern 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 student is referred to a related on-campus service or to a community resource or agency.

For more information, contact the Counseling Services office in Main Building Room 171 (Clifton Campus), call (513) 569-5779, or send email to counseling@cincinnatistate.edu.

Disability Services

The College's Office of Disability Services works with students to ensure they receive academic accommodations in their courses. The primary goal of Disability Services 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 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 the academic semester to determine appropriate accommodations.

Services available include test proctoring, note-taking, scribing, interpreting, assistive technology, advocacy, and providing audio text and Braille access, as well as referrals to other campus support services and to community resources.

For more information, contact the Office of Disability Services at disabilites@cincinnatistate.edu, 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 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. 231) description elsewhere in this Catalog.

International Student Affairs Office

The International Student Affairs Office (ISAO) is responsible for supporting and serving the F-1 and M-1 student visa holders at the College. Students who hold F-1 and M-1 visas are expected to maintain compliance with the guidance and regulations set forth by the Department of Homeland Security (DHS). The ISAO is responsible

for tracking the educational progress of international students and reporting their progress to the DHS.

Other services include:

- Assistance with obtaining, updating, and transferring the I-20 form
- Advising on admission processes and immigration regulation assistance
- Helping international students navigate the campus environment and the community
- Referring international students to on-campus and external resources

For more information, contact the International Students Office at international@cincinnatistate.edu, or call (513) 569-4769.

Library

The Johnnie Mae Berry Library, located on the first floor (Room 170) of the Main Building (Clifton Campus), provides library service for the community. The Library is open from 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 4 p.m. on Friday, and 10 a.m. to 2 p.m. on Saturday. The Library is closed on holidays and when the College is closed. Hours are adjusted during summer semester and during College breaks.

Library employees assist patrons with locating information and using the College's reference, circulation, reserve, and periodical collections. Help is available in person, online, by phone, chat, or email.

The Library has a wide array of resources available including print, media, and electronic resources accessible on- or off-campus via internet access. You can access the Library website at www.cincinnatistate.edu/library (http://www.cincinnatistate.edu/library/).

The Library website provides 24/7 access to:

- The library's catalog
- Full-text articles via numerous databases and the Electronic Journal Center
- Subject and course-specific Library Guides to assist with research
- Video tutorials to help students find books and articles, and to avoid plagiarism

On-campus patrons have access to computers and can borrow laptops from the library.

Students may check out circulating books for 3 weeks and DVDs for 3 days by presenting a valid SurgeCard (ID card). Borrowed books will be automatically renewed twice unless another borrower has requested the item. After 2 auto-renewals, the borrower is responsible for making additional renewals (up to 4 renewals). DVDs are not renewable.

Overdue fines are not charged for:

- Books from the general collection
- Reference books
- Fiction & academic videos

Late Fines will be charged for:

- OhioLINK & SearchOhio (inter-library loan) requests
- Course reserve books
- Other reserve items, such as study room keys & calculators
- Laptops and computer accessories

Cincinnati State is a member of the Ohio Library Information Network, also known as OhioLINK. This network provides access to a central catalog of colleges and universities throughout Cincinnati and Ohio. Students can request books from any OhioLINK library through this system.

Items are usually delivered within 5 days, are checked out for 3 weeks, and can be renewed up to 6 times. Overdue fines of 50 cents per day are charged for items borrowed from other libraries. A bill of $125 per item is generated for items overdue 30 or more days. The charge will be reduced to $50 if the item is returned.

The Library's media collection provides a variety of popular and instructional videos available for students to check out for 3-day periods.

Laptops and Reserve items (including some textbooks) are available at the Check-Out Desk.

- Reserve textbooks can be checked out for 2 hours and must be used in the library.
- Laptops can be checked out for 7 days.
  - Laptops contain software found in College computer labs and can connect to the internet via a wireless network.
  - A SurgeCard (ID card) is required for check-out.

Students with overdue laptops or reserve items are subject to a fine of $5 for each hour the laptop or reserve item is late.

Four group study rooms are available inside the library for groups of 2 or more for 2-hour periods. Tables, desks, and study carrels are available for individual study throughout the Library.

Two coin-operated copy machines are available in the Library. Copies are 10 cents per page and scanning to an external storage drive is free. Students can print from Library desktop computers using print funds allocated to their SurgeCard (ID card) every semester.

Please contact the Library at (513) 569-1606 or library@cincinnatistate.edu for more information.

Self-Service

Self-Service is the pathway to web-based student services at Cincinnati State. Through Self-Service, 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, Self-Service, students must log in with your Cincinnati State username and password. The "Current Students" drop-down menu near the top of the Cincinnati State website (https://www.cincinnatistate.edu) includes a link to "MyCState 2.0," which also provides access to Self-Service.

Tutoring Center, Math Center, and Writing Center

Cincinnati State provides academic support services, at no cost, to any student enrolled at the College, as well as focused support in

areas such as Chemistry, Study Skills, Computer Applications, Biology, Accounting, math, and writing.

The **Tutoring Center** is in Room 261 Main Building (Clifton Campus). The **Math Center** is in Room 228B Main Building (Clifton Campus).

The Tutoring Center and Math Center serve as resources to support, improve, and enhance student learning. In addition to faculty and staff volunteers and paid staff, student tutors provide peer-to-peer support. Student tutors have received an A or B in their coursework and must be recommended by Cincinnati State faculty members. Student tutors 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, answer questions, and guide students' efforts. However, tutors will not do the tutored student's homework. 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 tutoring@cincinnatistate.edu, or call (513) 569-1614.

The Cincinnati State **Writing Center,** located in Main Building Room 235 (Clifton Campus), offers student-focused instructional support, at no cost, to those 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.

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 instructors.

TRIO Student Support Services

TRIO Student Support Services (SSS) is federally funded by the U.S Department of Education through a grant. The goal of TRIO Student Support Services at Cincinnati State is to increase college retention and graduation rates among the participants, and help students navigate college and potentially transfer to a four-year college.

TRIO SSS provides educational opportunity for first generation college students, low-income students, and students with a documented disability. Students are assessed based on a level of academic study skills mastery, college and career goals, understanding of financial aid, test scores, college readiness, ESL (if applicable), and/or other issues that can affect the student's ability to successfully navigate college.

TRIO SSS services include individualized academic resources and coaching to develop and implement academic plans and goals, while enhancing the student's college experience by creating an institutional climate of support.

For more information contact the TRIO SSS office at sss@cincinnatistate.edu, or call (513) 569-4797.

Veteran Student Affairs Office

The Veteran Student Affairs Office (VSAO) offers a variety of services for Veteran students, eligible dependents, and selected reservists who wish to initiate, continue, or resume using their Veteran educational benefits. The office coordinates with the VA to help Veteran students get the most out of the educational benefits available to them.

The VSAO provides benefit counseling, assistance with filing educational claims to the Department of Veterans Affairs, admission advising, and referrals to other support services on campus and in various community agencies. The office also monitors student degree plans and graduation progress.

The VSAO manages institutional compliance with the Department of Defense (DoD). The VSAO also assists Active-Duty Service Members with Military Tuition Assistance (TAs) as awarded by the DoD. Active-Duty Service Members may reach out to the VSAO for information as to how they can use their TA at Cincinnati State. The VSAO will coordinate with the DoD and the Bursar's office at the College to assist service members with their Military TAs.

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.

Cincinnati State complies with all regulations set forth by the Veterans Administration, including, but not limited to, the Veterans Benefits and Transition Act of 2018 for Chapter 31 (Vocational Rehabilitation and Employment Program) and Chapter 33 (Post-9/11 GI Bill) eligible veterans.

In accordance with the Veteran Benefits and Transition Act of 2018, Cincinnati State will not impose any penalty on Chapter 31 or Chapter 33 recipients due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs, including penalties such as the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution. Military-affiliated students who provide an updated Certificate of Eligibility (COE) or VA form 28-1905 (Tungsten Form) will not accrue any late penalties while waiting for funding from the VA.

For more information, contact the Veteran Student Affairs Office at veterans@cincinnatistate.edu, or call (513) 569-1543.

Campus Life Services

Student Activities

The Office of Student Activities, located in ATLC Building Room 204 (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 the events calendar in "MyCState 2.0 for Students" (the student intranet), in College email and social media accounts, and in 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.

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.

For a current list of student clubs and organizations, see the Student Clubs & Organizations (https://www.cincinnatistate.edu/clubs-organizations/) page on the College website.

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.

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 the Student Activities Office in ATLC Building Room 204 (Clifton Campus), after a student has registered for classes that semester. Students also have the option of requesting a SurgeCard online using the College eForm "Surge Card Request & Photo Submission."

The SurgeCard is required to use some campus services such as the Library, the Fitness Center, computer lab printing, and admission to some student activities. Additional uses for the SurgeCard include the bookstore, food services, day care door access for qualified parents, and other services.

Every registered student receives a credit for $18.00 on their SurgeCard each semester to be used for printing documents in College computer labs.

Lost or damaged SurgeCards can be replaced either online or in-person in the Student Activities office. Replacement cards are $10 and the fee will be charged to the student's 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 (ATLC 204), or phone (513) 569-5747 or via email at StudentActivities@cincinnatistate.edu.

Academic Divisions and Degree & Certificate Programs

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

- Business Technologies
- Engineering and Information Technologies
- Health and Public Safety
- Humanities and Sciences

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

Technical associate's degrees

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, AAS, and BAS degree programs, as well as some ATS programs, are described in the information for the academic divisions that offer these programs. General guidelines for the AIS and ATS degrees appear later in this section of the Catalog.

University-parallel (transfer) associate's degrees

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 in this Catalog in the information for the academic divisions that offer these programs.

Bachelor's degrees

Cincinnati State offers technical baccalaureate degrees in three specialized fields.

The **Bachelor of Applied Science** (BAS) is available for Culinary and Food Science (p. 76), and for Land Surveying (p. 152).

The RN to BSN Completion Program (p. 193) provides an option for registered nurses to earn the **Bachelor of Science in Nursing** (BSN).

The bachelor's degree programs are described in this Catalog in the information for the academic divisions that offer these programs.

Certificate programs

In addition to bachelor's degree and 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 in this Catalog in the information for the academic divisions that offer these programs.

Workforce training

Some college credit-bearing courses and certificates are offered by the College's **Workforce Development Center**. These programs are described in the Workforce Development Center (p. 245) section of this Catalog.

Assistance for students who need additional preparation and support

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. These courses and services are described in the Developmental Education (p. 231) (Academic Foundations) section of this Catalog.

Business Technologies Division

Division Office: Main Building Room 330, Clifton Campus

Division Phone Number: (513) 569-1620

Dean: Yvonne Baker

Associate Dean: Colton Bjerke

The Business Technologies Division provides a variety of **associate's degree programs and certificates in business and other specialized career fields that prepare students for employment** in their chosen field of study immediately following graduation. These technical programs prepare students for a career with possible pathways to a bachelor's degree.

In addition, the division also offers a number of **associate's degree programs that provide the academic foundation needed for transfer to bachelor's degree** programs in business, nutrition science, and dietetics with an emphasis on business, exercise, or other dietetics-related programs.

The division also offers a **Bachelor of Applied Science** degree in Culinary and Food Science.

The mission of the Business Technologies Division is to provide exceptional educational experiences that are customer-centered, based on a world-class cooperative education program, and supported by success-based academic standards.

The academic degree and certificate programs in the Business Technologies Division are organized into the following career pathways:

Business:

- Accounting (p. 69)
- Business Management (p. 73)
- Finance (p. 79)
- Information Management Technologies (p. 82)
- Marketing Management (p. 97)
- Law and Paralegal Studies (p. 95)
- Pre-Business Administration (p. 114)
- Real Estate (p. 116)

Culinary:

- Brewing Science (p. 100)
- Bachelor of Applied Science in Culinary and Food Science (p. 76)
- Culinary Arts (p. 102)
- Hospitality Management (p. 109)
- Pastry Arts (p. 111)

Environment:

- Landscape Horticulture Technologies (p. 88)

Health & Wellness:

- Dietetic Technology (p. 106)
- Pre-Nutrition Science (p. 112)

Transportation:

- Automotive Service Management (p. 85)

College Orientation

An online New Student Orientation program is available for all Cincinnati State students. For more information visit the New Student Orientation (https://www.cincinnatistate.edu/new-student-orientation/) page on the College website.

To prepare for success in college, degree-seeking students are required to complete a college First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State. For more information about the FYE course offerings, see the First Year Experience Requirement (p. 231) section of this Catalog.

Admission to Business Technologies Programs

To ensure success in academic studies in Business Technologies, entering students must meet with an academic advisor who will help them identify the appropriate level for classes the student is selecting. Individualized preparatory materials and support are available to increase students' opportunities for success in their courses.

Cooperative Education

Cincinnati State's cooperative education program (co-op) is a cornerstone to career success. Cooperative education allows students to:

- Gain on-the-job training and skills
- Apply classroom learning in a real-world setting
- Make connections with potential future employers
- Earn a paycheck to help offset educational costs
- Clarify career choices and learn about opportunities in the field

Our goal is for all students to experience the benefits of experiential learning. All degree-seeking students in the Business Technologies Division must earn credits in cooperative education in order to graduate, with the exception of the Dietetic Technician, Dietary Manager, Pre-Nutrition Science, and Pre-Business Administration programs, which include other forms of experiential learning such as clinical and directed practice or allow for additional transfer coursework. In rare instances when it is not possible to fulfill co-op requirements through traditional co-op placement, students may meet with their co-op coordinator to determine alternatives.

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.cincinnatistate.edu/academicpoliciesandprocedures/cooperativeeducationprogrampolicies/) section of this Catalog. In addition, students in the Business Technologies Division must meet these eligibility requirements:

- Students must schedule an interview with their Cooperative Education Coordinator at least one semester prior to the anticipated start of their co-op activities to discuss their personal career goals and identify a pathway toward completion.
- Students must complete the First Year Experience (FYE) course that prepares students for success in college.

- Students must complete the Professional Practices course BUS 190, which provides fundamental skills for gaining employment and covers 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.

Transfer to Baccalaureate Programs

The Business Technologies Division offers a Pre-Business Administration program. The Pre-Business Administration program provides students with the academic foundation needed for transfer to a bachelor's degree with a business-related major. 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.

The Business Technologies Division also offers a Pre-Nutrition Science program. The Pre-Nutrition Science program provides students with the academic foundation needed for transfer to a bachelor's degree program in nutrition science, and dietetics with an emphasis on business, exercise, or other dietetics-related programs.

Many of the Associate of Applied Business degree programs offered by the Business Technologies Division have established articulation agreements to ease transfer of credits earned at Cincinnati State to baccalaureate programs at various colleges and universities.

Students interested in transferring to a baccalaureate program should meet with their program advisor as early as possible to review the details of possible transfer agreements.

Ohio Transfer 36

The Ohio Department of Higher Education developed the Ohio Transfer 36 to facilitate transfer of credits from one Ohio public college or university to another. The Ohio Transfer 36 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 completed Ohio Transfer 36 at one college or university automatically meets the requirements for the Ohio Transfer 36 at another college or university once the student is admitted. For additional information, see the Transferring College Credit (p. 37) and the Ohio Transfer 36 (p. 235) 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 Ohio Transfer 36. The Pre-Business Administration and Pre-Nutrition Science degrees contain the entire Ohio Transfer 36. Students who wish to complete the Ohio Transfer 36 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, receive preferential consideration at the receiving institution.

Accounting

The Accounting associate's degree program (p. 69) 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 four certificates:

- The Accounting Certificate (p. 69) 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 Accounting with QuickBooks Certificate (p. 71) focuses on developing proficiency in using QuickBooks accounting software and applying basic accounting principles.
- The Bookkeeping Certificate (p. 72) 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 Business Component CPA Exam Eligibility Certificate (p. 72) provides a pathway for individuals with a non-business bachelor's degree to transition to a career in accounting. The certificate contains essential business courses that satisfy the requirements for the business component coursework of the CPA exam.

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

Accounting (ACC & ACCTC)

Accounting (ACC)

The Accounting program is designed to prepare students with comprehensive knowledge of business fundamentals and accounting skills. 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. Graduating students 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.

The Accounting program can be completed through online education.

The Accounting program offers two related certificates: Accounting and Bookkeeping.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Accounting Certificate (ACCTC)

The Accounting Certificate program offered at Cincinnati State is designed to serve students 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 career advancement.

This program is best suited for students currently employed in the accounting field. The certificate does not include cooperative education.

The Accounting Certificate can be completed through online education.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Accounting (ACC)

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting (**B**)	2	2	3
ENG 101	English Composition 1 (**G**)	3	0	3
LAW 101	Business Law (**B**)	3	0	3
FYE 1XX First Year Experience Elective (**B**)		1	0	1
IM 10X Computer Software Elective (**B**)		0	2	1
MAT XXX Mathematics Elective (**G**)		3	0	3
Semester 2				
ACC 102	Managerial Accounting (**T**)	2	2	3
ACC 135	Financial Statement Analysis (**T**)	2	0	2
BUS 190	Professional Practices (**B**)	1	0	1
ACC 125	Computerized Bookkeeping: QuickBooks (**T**)	0	4	2
IM 120	Electronic Spreadsheets: Microsoft Excel (**B**)	2	3	3
ENG 10X or COMM 110 Elective (**G**)		3	0	3
Semester 3				
ACC X9X Cooperative Education Elective 1: Accounting (**T**)		1	40	2
Semester 4				
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
ACC 210	Cost Accounting (**T**)	3	0	3
XXX XXX Arts/ Humanities or Natural/ Physical Science Elective (**G**)		3	0	3
Semester 5				
ACC X9X Cooperative Education Elective 2: Accounting (**T**)		1	40	2
Semester 6				
ACC 202	Intermediate Accounting 2 (**T**)	3	0	3
ACC 270	Auditing (**T**)	4	0	4
ACC XXX Accounting Elective (**T**)		3	0	3
MGT or MKT Elective (**B**)		3	0	3
Total Credits:		**53**	**93**	**61**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 105	Quantitative Reasoning	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 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	3
ACC 240	Bookkeeping Certification Review	4
English or Communication 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
COMM 110	Public Speaking	3

Arts/Humanities or Natural/Physical Science Elective (select one course)		
Any TM36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
or any TM36 course from BIO, CHE, EVS, PSC, PHY		
MGT or MKT Elective		
MGT 101	Principles of Management	3
MKT 101	Principles of Marketing	3
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 197	Part-Time Career Education Project: Accounting	1
ACC 291	Full-Time Cooperative Education 1: Accounting	2
ACC 292	Full-Time Cooperative Education 2: Accounting	2
ACC 297	Full-Time Career Education Project: Accounting	2

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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- The alternative version, when available, meets the requirements of the course version without the added letter.

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 125	Computerized Bookkeeping: QuickBooks	0	4	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:		**26**	**8**	**30**

Electives

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	3
ACC 240	Bookkeeping Certification Review	4

Accounting (ACC)

- Apply generally accepted accounting principles to the transactions of a business corporation.
- Prepare the basic financial statements of a corporate entity.
- Apply managerial accounting techniques in the areas of planning, controlling, decision making, and performance evaluation to cost-volume-profit analysis, budgeting, product costing, and variance analysis.
- Utilize accounting computer software to prepare financial statements.
- Analyze financial data from the annual report of a corporation to evaluate financial performance.
- Apply the Internal Revenue Service Tax Code in the preparation of income tax returns for individuals.
- Explain the auditing standards, objectives, and procedures applied to a financial statement audit.
- Demonstrate professional and ethical workplace behaviors during completion of the accounting program, including cooperative education.

Accounting with Quickbooks Certificate (AQBC)

Accounting with QuickBooks Certificate

The Accounting with QuickBooks Certificate focuses on developing proficiency in using QuickBooks accounting software and applying basic accounting principles. Earning this certificate enhances opportunities for individuals who are pursuing careers in accounting, bookkeeping, office management, or business.

Students who complete the program successfully are prepared to take the Intuit Certified QuickBooks Online User exam.

Courses in the certificate are offered through online delivery, and the courses also apply to the Accounting associate's degree program.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Accounting with QuickBooks Certificate (AQBC)

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
Semester 2				
ACC 125	Computerized Bookkeeping: QuickBooks	0	4	2
Total Credits:		**2**	**6**	**5**

Bookkeeping Certificate (BKC)

Bookkeeping Certificate (BKC)

The Bookkeeping Certificate is designed for individuals who are interested in pursuing a career as a bookkeeper in a small or medium-sized company. Graduates of the program are prepared to sit for the national certification exam administered by the American Institute of Professional Bookkeepers.

The certificate program does not include cooperative education, and can be completed through online education.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Bookkeeping Certificate (BKC)

First Year

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
IM 111	Computer Applications	2	3	3
MAT XXX Mathematics Elective		2	2	3
Semester 2				
ACC 130	Payroll Procedures	3	0	3
ACC 125	Computerized Bookkeeping: QuickBooks	0	4	2
ACC 135	Financial Statement Analysis	2	0	2
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
Semester 3				
ACC 102	Managerial Accounting	2	2	3
ACC 240	Bookkeeping Certification Review	4	0	4
XXX XXX Technical Elective		3	0	3
Total Credits:		**22**	**16**	**29**

Technical Elective

ACC 140	Fund Accounting for Non-Profit Organizations	3
ACC 180	Federal Taxation: Business	3
ACC 201	Intermediate Accounting 1	4
ACC 221	Volunteer Income Tax Assistant	3
LAW 101	Business Law	3
MGT 101	Principles of Management	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

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Business Component CPA Exam Eligibility Certificate (BCC)

Business Component CPA Exam Eligibility Certificate (BCC)

The Business Component CPA Exam Eligibility Certificate provides a pathway for individuals with a non-business bachelor's degree to transition to a career in accounting. The certificate contains essential business courses that satisfy the requirements for the business component coursework of the CPA exam.

Courses in the certificate are offered through online delivery. 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Business Component CPA Exam Eligibility Certificate (BCC)

Semester 1		Lec	Lab	Credits
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
ECO 105	Principles of Microeconomics	3	0	3
LAW 101	Business Law	3	0	3
XXX XXX Business Elective 1		3	0	3
Semester 2				
XXX XXX Business Elective 2		3	0	3
XXX XXX Business Elective 3		3	0	3

XXX XXX Business Elective 4	3	0	3
XXX XXX Business Elective 5	3	0	3
Total Credits:	**23**	**3**	**24**

Electives

Business Electives

ACC 101	Financial Accounting	3
ACC 102	Managerial Accounting	3
ACC 130	Payroll Procedures	3
ACC 140	Fund Accounting for Non-Profit Organizations	3
ACC 180	Federal Taxation: Business	3
ACC 240	Bookkeeping Certification Review	4
FIN 100	Personal Finance	3
FIN 120	Risk and Insurance	3
FIN 130	Principles of Banking	3
FIN 150	Business Finance	3
IM 111	Computer Applications	3
MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 130	Project Management	3
MGT 220	Leadership	3
MKT 101	Principles of Marketing	3

Business Management (BM, BMC & RMC)

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.

Business Management Certificate (BMC)

The Business Management Certificate assists new managers in learning to balance soft skills like leadership and motivation with essential business knowledge. This certificate provides foundational skills and tools for managers including accounting, principles of management, leadership, and other key areas that prepare students for the transition from an individual role in business to a management position.

Retail Management Certificate (RMC)

The Retail Management Certificate provides students who are working in the retail industry with essential skills and knowledge that enhance their career prospects and potentially lead to positions such as Team Lead or Shift Manager.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Business Management (BM)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
ENG 101	English Composition 1 (**G**)	3	0	3
MAT XXX Mathematics Elective (**G**)		3	0	3
MGT 101	Principles of Management (**B**)	3	0	3
MGT 105	Human Resource Management (**T**)	3	0	3
Semester 2				
BUS 190	Professional Practices (**B**)	1	0	1
ENG 10X English Composition Elective (**G**)		3	0	3
IM 1XX Computer Elective (**B**)		2	3	3
ECO 105	Principles of Microeconomics (**G**)	3	0	3
MKT 101	Principles of Marketing (**B**)	3	0	3
Semester 3				
XXX XXX Directed Elective 1 (**T**)		3	0	3
MGT XXX Cooperative Education Elective: Business Management (**T**)		1	40	2
Semester 4				
ACC 101	Financial Accounting (**B**)	2	2	3
LAW 101	Business Law (**B**)	3	0	3
MGT 130	Project Management (**T**)	3	0	3
MGT 220	Leadership (**T**)	3	0	3
Semester 5				
ACC 102	Managerial Accounting (**T**)	2	2	3

MGT XXX Cooperative Education Elective: Business Management (**T**)		1	40	2
Semester 6				
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
XXX XXX Directed Elective 2 (**T**)		3	0	3
MGT 250	Business Coaching and Performance Management (**T**)	3	0	3
MGT 290	Business Management Capstone (**T**)	2	2	3
Total Credits:		**54**	**89**	**60**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Computer Elective		
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 105	English Composition 2: Business Communication	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	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
Directed Electives (6 credit hours required)		
FIN 100	Personal Finance	3
FIN 120	Risk and Insurance	3
FIN 150	Business Finance	3
LDR 100	Introduction to Leadership	3
LDR 120	Inclusive Leadership	3
LDR 125	Servant Leadership	3
LDR 230	Ethical Leadership	2
LDR 290	Leadership Capstone	2
MGT 120	Entrepreneurship	3
MGT 125	Business Ethics	3
MGT 140	Quality Management	3
MKT 130	Principles of Sales	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 and Consumer Behavior	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
NDR 100	Introduction to Conflict Studies	3
RE 100	Real Estate Principles and Practices	3
RE 105	Real Estate Law	3
Arts/Humanities Elective		
Any OT36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
Cooperative Education Elective (4 Credit Hours Required)		
MGT 191	Part-Time Cooperative Education 1: Management	1
MGT 192	Part-Time Cooperative Education 2: Management	1
MGT 193	Part-Time Cooperative Education 3: Management	1
MGT 194	Part-Time Cooperative Education 4: Management	1
MGT 197	Part-Time Career Project: Management	1
MGT 291	Full-Time Cooperative Education 1: Management	2
MGT 292	Full-Time Cooperative Education 2: Management	2
MGT 297	Full-Time Career Education Project: 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

Business Management Certificate (BMC)

Semester 1		**Lec**	**Lab**	**Credits**
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
LAW 101	Business Law	3	0	3
MGT 101	Principles of Management	3	0	3
Semester 2				

ACC 101	Financial Accounting	2	2	3
MGT 105	Human Resource Management	3	0	3
MGT 220	Leadership	3	0	3
Semester 3				
MGT 130	Project Management	3	0	3
MGT 250	Business Coaching and Performance Management	3	0	3
Total Credits:		**22**	**5**	**24**

Retail Management Certificate (RMC)

Semester 1		**Lec**	**Lab**	**Credits**
ECO 105	Principles of Microeconomics	3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
MGT 101	Principles of Management	3	0	3
Semester 2				
ACC 101	Financial Accounting	2	2	3
MGT 105	Human Resource Management	3	0	3
MKT 101	Principles of Marketing	3	0	3
Semester 3				
MKT 130	Principles of Sales	3	0	3
MGT 220	Leadership	3	0	3
MGT 250	Business Coaching and Performance Management	3	0	3
Total Credits:		**25**	**5**	**27**

Business Management (BM)

- Demonstrate professional written and interpersonal communication skills that will enable students to collaboratively interact with customers, employers, and suppliers.
- Analyze an organizations strengths, weaknesses, opportunities and threats from a marketing and organizational perspective (prepare SWOT analysis).
- Explain human resources functions from employee, manager, and organizational perspectives.
- Compare the different skills and roles needed and played by managers and leaders.
- Recognize the management functions of planning, leading, organizing, and controlling.
- Write effective goals that are specific, measurable, results-oriented, and time-bound.
- Identify the differences in business cultures around the world and the need to adapt to them effectively.
- Recognize and adapt to the communication, leadership, and team building styles of others.

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's degree programs may wish to add the Business Pathways Certificate:

- Accounting
- Business Management
- Finance
- Hospitality Management
- Marketing Management
- Pre-Business Administration
- Supply Chain Management

Students with degrees in non-business areas may use this certificate to prepare for entrance into a Master of Business Administration (MBA) program.

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 36 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Business Pathways Certificate (BUSC)

Semester 1		**Lec**	**Lab**	**Credits**
ENG 101	English Composition 1	3	0	3
MAT XXX Mathematics Elective		3	0	3
ACC 101	Financial Accounting	2	2	3
LAW 101	Business Law	3	0	3
MGT 101	Principles of Management	3	0	3
Semester 2				
ENG 10X English Composition Elective		3	0	3
XXX XXX Arts/ Humanities Elective or Natural/ Physical Sciences Elective		3	0	3

XXX XXX Social/ Behavioral Sciences Elective	3	0	3
XXX XXX Directed Elective 1	3	0	3
XXX XXX Directed Elective 2	3	0	3
Total Credits:	**29**	**2**	**30**

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 105	Quantitative Reasoning	3
or, Ohio Transfer 36 math:		
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
MAT 153	Pre-Calculus	6
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
MKT 101	Principles of Marketing (Requires ECO 105 as a pre-requisite or co-requisite) *	3
FIN 100	Personal Finance	3
FIN 150	Business Finance	3
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 200	Information Systems for Managers	3
Arts/Humanities Elective		
Any Ohio Transfer 36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
Natural/Physical Sciences Elective		
Any Ohio Transfer 36 course from BIO, CHE, EVS, PSC, PHY		
Social/Behavioral Sciences Elective		
Any Ohio Transfer 36 course from ECO, GEO, HST, LBR, POL, PSY, SOC		

* Ohio Transfer Assurance Guide (TAG) course

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Culinary and Food Science Bachelor's Degree (CFS.BAS)

Culinary and Food Science Bachelor's Degree (CFS.BAS)

The Bachelor of Applied Science degree in Culinary and Food Science prepares students to join the food industry as entry-level food scientists and technologists, or to enter related occupational areas including product research and development, quality control and food safety, regulatory compliance, food production supervision, and specialty ingredient sales.

During the first two years of the bachelor's program students focus on fundamentals of culinary arts. Students develop their skills in the Midwest Culinary Institute's state-of-the-art culinary and baking laboratories, under the supervision of faculty members with professional expertise.

In the third and fourth years students expand their culinary and food science skills. Upper-level coursework includes food ingredient functionality, food product design and development, sensory evaluation and testing, food microbiology, and other preparation for professional careers.

Students participate in experiential learning through cooperative education in each year of the bachelor's degree program.

Students who wish to transfer credit to Cincinnati State for previous coursework completed at another institution must meet with the Program Chair. Course transfer credit may be limited, based on program accreditation and student success in the previous coursework.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Culinary and Food Science (CFS)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
FYE XXX First Year Experience Elective		1	0	1
CUL 100	Culinary Demonstration	2	0	2
CUL 101	Culinary 1	0	6	3
CUL 115	Food Service Sanitation	1	0	1
ENG 101	English Composition 1	3	0	3
MAT 151	College Algebra	3	2	4
Semester 2				
BUS 190	Professional Practices	1	0	1
CUL 102	Culinary 2	0	6	3
CUL 105	Culinary Baking	0	6	3

ENG 10X English Composition Elective		3	0	3
CHE 110	Fundamentals of Chemistry	3	3	4
HRM 110	Food and Beverage Cost Control	3	0	3
Semester 3				
CUL X9X Cooperative Education Elective 1: Culinary Arts		1	40	2
Second Year				
Semester 1				
CUL 110	Culinary Nutrition	0	6	3
CUL 200	Garde Manger	0	8	4
CUL 205	Culinary Production	0	6	3
CHE 111	Bio-Organic Chemistry	3	3	4
ACC 101	Financial Accounting	2	2	3
Semester 2				
CUL X9X Cooperative Education Elective 2: Culinary Arts		1	40	2
Semester 3				
CUL 210	International Cuisine	0	6	3
CUL 290	Culinary Capstone	0	6	3
XXX XXX Arts/ Humanities Elective		3	0	3
LAW 101	Business Law	3	0	3
MGT XXX Management Elective		3	0	3
Third Year				
Semester 1				
CFS 320	Formulation and Ingredient Functionality	1	4	3
CFS 315	Chemistry and Analysis of Food	3	3	4
CFS 340	Colloquium on Current Food Topics	3	0	3
XXX XXX Directed Elective 1		3	0	3
Semester 2				
BIO 310	Food Microbiology	2	3	3
CFS 360	Science in Food and Cooking	1	4	3
MAT 131	Statistics 1	2	2	3
CFS 325	Food Product Development	1	4	3
Semester 3				
CFS XXX Cooperative Education 1: Culinary and Food Science		1	40	2
Fourth Year				
Semester 1				
CFS 420	Food Safety and Quality	3	0	3
CFS 430	Food Processing	3	2	4
CFS 410	Sensory Evaluation and Food Product Design	3	2	4
XXX XXX Directed Elective 2		3	0	3
Semester 2				
CFS 440	Food Policy, Regulations and Compliance	3	0	3
CFS 490	Culinary and Food Science Capstone	1	4	3
COMM 110	Public Speaking	3	0	3
XXX XXX Social/ Behavioral Science Elective		3	0	3
Semester 3				
CFS XXX Cooperative Education 2: Culinary and Food Science		1	40	2
Total Credits:		**76**	**248**	**122**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	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	3
Management Elective		
MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MGT 125	Business Ethics	3
MGT 130	Project Management	3
Arts/Humanities Elective		

Any Ohio Transfer 36 course from ART, LIT, MUS, PHI, REL, THE or any course from ASL, FRN, SPN or COMM 130		
Social/Behavioral Science Elective		
Any Ohio Transfer 36 course from ECO, GEO, HST, LBR, POL, PSY, SOC		
Cooperative Education Elective: Culinary Arts (4 credit hours required)		
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
Cooperative Education Elective: Culinary and Food Science (4 credit hours required)		
CFS 391	Part-Time Cooperative Education 1: Culinary and Food Science	1
CFS 392	Part-Time Cooperative Education 2: Culinary and Food Science	1
CFS 393	Part-Time Cooperative Education 3: Culinary and Food Science	1
CFS 394	Part-Time Cooperative Education 4: Culinary and Food Science	1
CFS 491	Full-Time Cooperative Education 1: Culinary and Food Science	2
CFS 492	Full-Time Cooperative Education 2: Culinary and Food Science	2
Directed Electives (2 courses required)		
IM 111	Computer Applications	3
CUL 220	Culinary Butchery	3
PAS 225	Artisan Bread Baking	3
MKT 105	Marketing and Customer Relations	3
MKT 115	Marketing Research for Multimedia Professionals	3
DT 120	Nutrition for a Healthy Lifestyle	3
DT 200	Introduction to Food Science	3
BREW 100	Introduction to Craft Beer	3
BREW 115	Sustainability for Brewing and Beverage	3
BREW 160	Sensory Evaluation of Beer	3
OR any MAT, CHE, BIO, COMM, CULT, ASL, FRN, SPN		

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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Culinary and Food Science Bachelor's Degree (CFS.BAS)

Graduates of the program are prepared to:

- Use culinary arts, chemistry, microbiology, and other sciences to study the principles underlying the processing and deterioration of foods.
- Apply food science knowledge to determine the best ways to process, package, preserve, store, and distribute food.
- Apply technical communication skills related to food science.
- Apply food safety practices in a food production kitchen and in a food manufacturing facility and evaluate effectiveness.
- Create food products that meet the needs of the consumer and describe the product development process from ideation through commercialization.
- Analyze food content to establish levels of vitamins, fat, sugar, and protein.
- Conduct research on ways to make processed foods safe, palatable, and healthy.

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.

The Entrepreneurship Certificate can be completed through online learning.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Entrepreneurship Certificate (ETRPC)

Semester 1		Lec	Lab	Credits
XXX XXX Technical Elective		3	0	3
MAT XXX Mathematics Elective		3	0	3
MGT 101	Principles of Management	3	0	3
ACC 101	Financial Accounting	2	2	3
Semester 2				
ECO 105	Principles of Microeconomics	3	0	3
IM 1XX Computer Elective		2	3	3
XXX XXX Entrepreneurship Elective		3	0	3
Semester 3				

LAW 101	Business Law	3	0	3
MKT 101	Principles of Marketing	3	0	3
MGT 120	Entrepreneurship	3	0	3
Total Credits:		**28**	**5**	**30**

Electives

Computer Elective		
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
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		
Entrepreneurship Elective		**3**
MKT 130	Principles of Sales	3
MGT 130	Project Management	3

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Finance (FIN, BFSC, & FCC)

Finance (FIN)

The Finance associate degree provides students with knowledge and skills needed to succeed in entry-level and management training positions in financial institutions such as banks, insurance companies, investment firms, and corporate finance departments, as well as financial departments of non-profit organizations.

The finance field is broad and many opportunities are available to program graduates. In addition, the Finance program has established articulation agreements with universities for students who wish to pursue a bachelor's degree.

The Finance program can be completed through online learning.

Students seeking the Finance associate degree also are encouraged to seek industry certifications and licensure to enhance their career growth and salary.

- The Finance program is a Registered Education Program of the Association for Financial Counseling and Planning Education (AFCPE) and provides a pathway for students who wish to take the Accredited Financial Counselor (AFC) exam. The AFC certification demonstrates knowledge and experience needed to help individuals and families build a strong financial foundation, realize their goals, and achieve lasting financial well-being.
- To be eligible to take the AFC exam, students must complete two courses: Personal Finance (FIN 100) and Interviewing and Counseling (HSV 115). Both courses are offered in online format. Verification of financial counseling experience also is required to attain the AFC designation.
- For more information about the AFC certification, contact the Finance Program Chair or visit the AFCPE website at https://www.afcpe.org/certification (https://www.afcpe.org/certification/).

Banking and Financial Services Certificate (BFSC)

The Banking and Financial Services Certificate prepares students for entry-level employment with commercial and community banks and other financial services organizations such as insurance companies and investment firms.

The certificate courses focus on understanding key financial concepts that are critical to serving financial institutions' clients, along with building skills in customer relations.

All courses in the certificate program also apply to the Finance associate degree program, and all certificate courses can be completed through online education.

The certificate program does not include cooperative education opportunities.

Students seeking the Banking and Financial Services Certificate may wish to seek industry certifications to enhance their career growth and salary.

- The Cincinnati State Finance program is a Registered Education Program of the Association for Financial Counseling and Planning Education (AFCPE) and provides a pathway for students who wish to take the Accredited Financial Counselor (AFC) exam. The AFC certification demonstrates knowledge and experience needed to help individuals and families build a strong financial foundation, realize their goals, and achieve lasting financial well-being.
- To be eligible to take the AFC exam, students must complete two courses: Personal Finance (FIN 100 - required for the certificate) and Interviewing and Counseling (HSV 115 - an elective for the certificate). Both courses are offered in online format. Verification of financial counseling experience also is required to attain the AFC designation.
- For more information about the AFC certification, contact the Program Chair or visit the AFCPE website at https://www.afcpe.org/certification (https://www.afcpe.org/certification/).

Financial Counselor Certificate (FCC)

The Financial Counselor Certificate provides knowledge and skills required to help individuals and families build a strong financial foundation, realize their goals, and achieve lasting financial well-being.

Successfully completing the certificate provides a pathway for students who wish to take the Accredited Financial Counselor (AFC) exam offered by the Association for Financial Counseling and Planning Education (AFCPE). Verification of financial counseling experience also is required to attain the AFC designation.

All courses in the certificate program also apply to the Finance associate degree program, and all certificate courses can be completed through online education.

The certificate program does not include cooperative education opportunities.

- The Cincinnati State Finance associate degree program is a Registered Education Program of the AFCPE.
- For more information about the AFC certification, contact the Program Chair or visit the AFCPE website at https://www.afcpe.org/certification (https://www.afcpe.org/certification/).

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Finance (FIN)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
ACC 101	Financial Accounting (**B**)	2	2	3
ENG 101	English Composition 1 (**G**)	3	0	3
FIN 100	Personal Finance (**T**)	3	0	3
FIN 130	Principles of Banking (**T**)	3	0	3
MAT XXX Mathematics Elective (**G**)		3	0	3
Semester 2				
BUS 190	Professional Practices (**B**)	1	0	1
ACC 102	Managerial Accounting (**T**)	2	2	3
LAW 101	Business Law (**B**)	3	0	3
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
Semester 3				
FIN X9X Cooperative Education Elective 1: Finance (**T**)		1	40	2
Semester 4				
ECO 110	Principles of Macroeconomics (**G**)	3	0	3
FIN 150	Business Finance (**T**)	3	0	3
XXX XXX Technical Elective 1 (**T**)		3	0	3
XXX XXX Technical Elective 2 (**T**)		3	0	3
Semester 5				
FIN 200	Stocks, Bonds, and Investing Principles (**T**)	3	0	3
FIN X9X Cooperative Education Elective 2: Finance (**T**)		1	40	2
Semester 6				
MKT XXX Marketing Elective (**B**)		3	0	3
XXX XXX Arts/ Humanities Elective or Natural/ Physical Science Elective (**G**)		3	0	3
XXX XXX Technical Elective 3 (**T**)		3	0	3
XXX XXX Technical Elective 4 (**T**)		3	0	3
Total Credits:		**58**	**87**	**63**

Electives

Students must consult with an Academic Advisor when choosing electives.

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	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
Marketing Elective		
MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3
MKT 130	Principles of Sales	3

Arts/Humanities Elective or Natural/Physical Science Elective (select one course)		
Any OT36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		3
or, any OT36 course from BIO, CHE, EVS, PHY, PSC		3
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 197	Part-Time Career Education Project: Finance	1
FIN 291	Full-Time Cooperative Education 1: Finance	2
FIN 292	Full-Time Cooperative Education 2: Finance	2
FIN 297	Full-Time Career Education Project: Finance	2
Technical Electives (Total of 12 credits required)		
ACC 175	Federal Taxation: Individuals	3
ACC 180	Federal Taxation: Business	3
ACC 201	Intermediate Accounting 1	4
ACC 202	Intermediate Accounting 2	3
ACC 210	Cost Accounting	3
COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3
ECO 105	Principles of Microeconomics	3
HSV 115	Counseling and Interviewing Techniques	3
LAW 110	Employment and Administrative Law	3
LAW 130	Estate Planning, Family and Probate Law	3
MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MGT 130	Project Management	3
RE 100	Real Estate Principles and Practices	3
RE 105	Real Estate Law	3
RE 110	Real Estate Appraisal and Finance	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

Banking and Financial Services Certificate (BFSC)

First Year

Semester 1		**Lec**	**Lab**	**Credits**
FIN 100	Personal Finance	3	0	3
ENG 101	English Composition 1	3	0	3
FIN 130	Principles of Banking	3	0	3
IM XXX Computer Skills Elective		2	3	3
MAT XXX Mathematics Elective		2	2	3
Semester 2				
ACC 101	Financial Accounting	3	0	3
LAW 101	Business Law	3	0	3
ECO 110	Principles of Macroeconomics	3	0	3
MKT 105	Marketing and Customer Relations	3	0	3
XXX XXX Technical Elective (**T**)		3	0	3
Total Credits:		**28**	**5**	**30**

Electives

Students must consult with an Academic Advisor when choosing electives

Computer Skills Elective		
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
Technical Elective		
HSV 115	Counseling and Interviewing Techniques	3
FIN 120	Risk and Insurance	3
FIN 200	Stocks, Bonds, and Investing Principles	3

Financial Counselor Certificate (FCC)

First Year

Semester 1		**Lec**	**Lab**	**Credits**
FIN 100	Personal Finance	3	0	3
HSV 115	Counseling and Interviewing Techniques	3	0	3
Total Credits:		**6**	**0**	**6**

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Finance Technology (FIN)

- Apply time value of money concepts to decision-making in both personal and corporate financial planning.
- Demonstrate basic knowledge of corporate financial decision-making.
- Develop an appropriate portfolio of securities for an individual considering risk tolerance and time horizon.
- Create a risk assessment for an individual using principles of risk and insurance.
- Describe the framework of the US and global financial system and the role of individual financial institutions in this framework.
- Demonstrate employability skills in a financial environment.

Information Management Technologies

Information Management Technologies programs prepare students for employment in a variety of general and specialized office settings.

The Administrative Assistant (AA) (p. 82) associate's degree program includes technical skill development, understanding of business and management principles, and cooperative education work experience.

Information Management Technologies also offers two certificate programs:

- The Computer Applications Certificate (CAPC) (p. 84) 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 Microsoft Office Specialist Certificate (MOSC) (p. 85) prepares students to take the four exams required to obtain the certification for Microsoft Office Specialist Associate.

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

Administrative Assistant (AA)

Administrative Assistant (AA)

The Administrative Assistant associate's degree prepares students for work as an administrative office professional in a variety of industries, performing duties and carrying out transactions to support an organization.

The program focuses on developing strong foundational skills in administrative office procedures and practices using technologies like Microsoft Office Suite, while also acquiring knowledge and skills in communication, organizational practices, supervision, time management, and project management.

Students are prepared for work in office settings that include legal or medical environments, customer service, information/material records, bookkeeping/finance, telecommunications, construction, and many other fields.

Graduates earn an Associate of Applied Business degree and can expect to work as an administrative or executive assistant to top-level executives as part of a management team.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Administrative Assistant (AA)

Prior to enrolling in the Administrative Assistant program, students must complete a keyboarding assessment to demonstrate their ability to type a minimum of 35 words per minute. If the typing speed is below 35 wpm, students will be directed to take IM 111A or IM 105.

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (**G**)	3	0	3
IM 111	Computer Applications (**B**)	2	3	3
IM 115	Administrative Office Procedures and Practices (**B**)	2	3	3
IM 130	Electronic Word Processing: Microsoft Word (**T**)	2	3	3
FYE 1XX First Year Experience Elective (**B**)		1	0	1
Semester 2				
BUS 190	Professional Practices (**B**)	1	0	1
ENG 10X English Composition Elective or COMM 110 (**G**)		3	0	3
IM 135	Business Document Formatting (**T**)	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint (**T**)	2	3	3
MAT 1XX Mathematics Elective (**G**)		3	0	3
Semester 3				
IM X9X Cooperative Education Elective 1: Information Management (**T**)		1	40	2
IM 120	Electronic Spreadsheets: Microsoft Excel (**T**)	2	3	3
Semester 4				
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
MGT 130	Project Management (**B**)	3	0	3
Semester 5				
IM X9X Cooperative Education Elective 2: Information Management (**T**)		1	40	2
ACC 125	Computerized Bookkeeping: QuickBooks (**T**)	0	4	2
Semester 6				
IM 290	Administrative Assistant Capstone (**T**)	2	3	3
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
XXX XXX Technical Elective (**T**)		3	0	3
XXX XXX Social/ Behavioral Science or Natural Science Elective (**G**)		3	0	3
Total Credits:				**62**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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
COMM 110	Public Speaking	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
Social/Behavioral Science or Natural Science Elective		**3**
Any OT36 course from BIO, CHE, EVS, PHY, PSC, ECO, GEO, HST, LBR, POL, PSY, SOC		
Arts/Humanities Elective		
Any OT36 course from ART, LIT, MUS, PHI, REL, THE or COMM 130		
Technical Elective		
IM 160	Electronic Publications: Microsoft Publisher	3
IM 165	Legal Office Environment	3
IM 170	Electronic Project Management: Microsoft Project	3
MCH 104	Comprehensive Medical Terminology	3
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 197	Part-Time Career Education Project: Information Management	1
IM 291	Full-Time Cooperative Education 1: Information Management	2
IM 292	Full-Time Cooperative Education 2: Information Management	2
IM 297	Full-Time Career Education Project: Information Management	2

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G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Administrative Assistant (AA)

- Perform administrative office function of document preparation.
- Apply principles of administrative office function of organizing an event.
- Apply principles of administrative office function in written/ electronic communication.
- Apply standard administrative office procedures and practices.
- Demonstrate the use of up-to-date Microsoft Office application software.
- Demonstrate critical thinking and problem solving.
- Demonstrate collaborative skill using digital technologies.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Computer Applications Certificate (CAPC)

Prior to enrolling in the Computer Applications Certificate program, students must complete a keyboarding assessment to demonstrate their ability to type a minimum of 35 words per minute. If the typing speed is below 35 wpm, students will be directed to take IM-111A or IM-105.

Semester 1		Lec	Lab	Credits
IM 111	Computer Applications	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
XXX XXX Directed Elective 1		3	0	3
XXX XXX Directed Elective 2		3	0	3
Semester 3				
IM 109	Introductory Database Management: Microsoft Access	0	2	1
IM 155	Emerging Technologies and Social Media	2	2	3
XXX XXX Directed Elective 3		3	0	3
XXX XXX Directed Elective 4		3	0	3
Total Credits:		**24**	**18**	**31**

Electives

Students must consult with an advisor before selecting elective courses

Directed Electives (take 12 credits)		
ACC 101	Financial Accounting	3
ACC 102	Managerial Accounting	3
ACC 135	Financial Statement Analysis	2
ACC 175	Federal Taxation: Individuals	3
ACC 201	Intermediate Accounting 1	4
ACC 125	Computerized Bookkeeping: QuickBooks	2
IM 115	Administrative Office Procedures and Practices	3
IM 135	Business Document Formatting	3
IM 145	Document Proofreading and Editing	3
IM 165	Legal Office Environment	3
IM 170	Electronic Project Management: Microsoft Project	3
IM 200	Information Systems for Managers	3
IM 290	Administrative Assistant Capstone	3
ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
FIN 100	Personal Finance	3
FIN 130	Principles of Banking	3
LAW 101	Business Law	3
LAW 120	Legal Research and Writing	3
LAW 130	Estate Planning, Family and Probate Law	3
LAW 210	Litigation	3
MGT 101	Principles of Management	3
MGT 120	Entrepreneurship	3
MGT 140	Quality Management	3
MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3
MKT 130	Principles of Sales	3
RE 100	Real Estate Principles and Practices	3
RE 105	Real Estate Law	3
RE 110	Real Estate Appraisal and Finance	3
RE 115	Real Estate Salesperson Exam Preparation	1
SCM 105	Principles of Supply Chain Management	3
SCM 150	Logistics and Distribution Technology	3
SCM 210	Procurement Management	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Microsoft Office Specialist Certificate (MOSC)

Microsoft Office Specialist Certificate (MOSC)

The Microsoft Office Specialist Certificate prepares students to take the four exams required to obtain the certification for Microsoft Office Specialist Associate. The coursework helps students develop and enhance their technical proficiency with key software applications used in a variety of office environments.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Microsoft Office Specialist Certificate (MOSC)

Semester 1		Lec	Lab	Credits
IM 130	Electronic Word Processing: Microsoft Word	2	3	3
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
Semester 2				
IM 109	Introductory Database Management: Microsoft Access	0	2	1
IM 155	Emerging Technologies and Social Media	2	2	3
IM 150	Electronic Presentations: Microsoft PowerPoint	2	3	3
Total Credits:		**8**	**13**	**13**

Kenwood Dealer Group School of Automotive Technologies at Cincinnati State

The Kenwood Dealer Group School of Automotive Service Technologies at Cincinnati State provides opportunities for students interested in careers in the field of automotive technologies.

The Kenwood Dealer Group (https://www.cincinnatistate.edu/auto/) provides resources for the automotive technologies degree and certificate programs and scholarships for students.

The department offers one Associate of Applied Business degree program:

- The Automotive Service Management (ASM) (p. 85) program includes co-op education at local automotive service companies as well as classroom instruction.

The department also offers five certificates:

- The Automotive Service Technician Certificate (ASTC) (p. 85) is prepares students for entry-level jobs in the technical area of automotive service field.
- The Automotive Engine Repair Technician Certificate (AERTC) (p. 87) prepares students for starting or advancing their career in the automotive service industry as an engine repair technician.
- The Automotive Heating and Air Conditioning Technician Certificate (AHATC) (p. 87) prepares students for starting or advancing their career as a heating and air conditioning expert.
- The Automotive Powertrain Technician Certificate (APTC) (p. 87) prepares students for starting or advancing their career in the automotive service industry as an engine, automatic trans/transaxle, manual trans/transaxle, and driveline repair technician.
- The Automotive Undercar Technician Certificate (AUTC) (p. 88) prepares students for starting or advancing their career in the automotive service industry as a brake, suspension, steering, and alignment technician.

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

Automotive Service Management Technologies (ASM & ASTC)

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 workforce.

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 (ASTC)

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Automotive Service Management (ASM)

Semester 1		Lec	Lab	Credits
AUTO 100	Introduction to Automotive Technology (**B**)	2	3	3
IM 111	Computer Applications (**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				
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 or COMM 110	Communication Elective (**G**)	3	0	3
BUS 190	Professional Practices (**B**)	1	0	1
MAT 1XX	Mathematics Elective (**G**)	3	0	3
Semester 3				
AUTO X9X	Cooperative Education Elective 1: Automotive (**T**)	1	40	2
Semester 4				
LAW 101	Business Law (**B**)	3	0	3
AUTO 140	Suspension and Steering (**T**)	2	3	3
AUTO 175	Powertrain Systems and Service (**T**)	2	3	3
MGT 101	Principles of Management (**B**)	3	0	3
ACC 101	Financial Accounting (**B**)	3	0	3
Semester 5				
AUTO X9X	Cooperative Education Elective 2: Automotive (**T**)	1	40	2
Semester 6				
AUTO 170	Heating and Air Conditioning (**T**)	2	3	3
AUTO 182	Engine Performance 2 (**T**)	2	3	3
XXX XXX	Arts/ Humanities Elective (**G**)	3	0	3
XXX XXX	Social/ Behavioral Science Elective (**G**)	3	0	3
Total Credits:		**50**	**113**	**63**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Communication 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
COMM 110	Public Speaking	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 124	Applied Algebra and Geometry	4
MAT 151	College Algebra	4
Arts/Humanities Elective		
Any OT36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
Social/Behavioral Science Elective		
Any OT36 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 197	Part-Time Career Education Project: 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
AUTO 297	Full-Time Career Education Project: Automotive	2

Automotive Service Technician Certificate (ASTC)

Semester 1		**Lec**	**Lab**	**Credits**
AUTO 100	Introduction to Automotive Technology	2	3	3
AUTO 111	Engine Repair	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
Semester 2				
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 175	Powertrain Systems and Service	2	3	3
AUTO 182	Engine Performance 2	2	3	3
Total Credits:		**20**	**30**	**30**

Automotive Service Management (ASM)

- Perform basic tire and oil changes.
- Perform disassembly, inspection, and reassembly of automotive engines to determine needed repairs.
- Perform battery and charging system repairs and “no start” diagnosis.
- Perform advanced electrical diagnosis and electrical accessory repair.
- Perform steering and suspension repair and 4-wheel alignment.
- Perform all phases of brake and anti-lock brake diagnosis and repair.
- Perform diagnosis and repair of fuel, ignition, and emissions systems.
- Perform diagnosis and repair of heating, ventilation, and air conditioning systems.
- Determine the need for major drivetrain component repair and perform the replacement.
- Perform advanced engine performance and emission diagnosis.

Automotive Engine Repair Technician Certificate (AERTC)

Automotive Engine Repair Technician Certificate (AERTC)

The Automotive Engine Repair Technician Certificate prepares students for starting or advancing their career in the automotive service industry as an engine repair technician.

Students who complete the program successfully are prepared to earn the Automotive Service Excellence (ASE) certifications for A-1 (Engine Repair) and A-8 (Engine Performance).

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Automotive Engine Repair Certificate (AERTC)

Semester 1		Lec	Lab	Credits
AUTO 100	Introduction to Automotive Technology	2	3	3
AUTO 161	Electrical/Electronic Systems 1	2	3	3
AUTO 111	Engine Repair	2	3	3
Semester 2				
AUTO 181	Engine Performance 1	2	3	3
Semester 3				
AUTO 182	Engine Performance 2	2	3	3
Total Credits:		**10**	**15**	**15**

Automotive Heating and Air Conditioning Technician Certificate (AHATC)

Automotive Heating and Air Conditioning Technician Certificate (AHATC)

The Automotive Heating and Air Conditioning Technician Certificate prepares students for starting or advancing their career as an automotive heating and air conditioning expert.

Students who complete the program successfully are prepared to earn the Automotive Service Excellence (ASE) certification for A-7 (Heating and Air Conditioning).

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Automotive Heating and Air Conditioning Technician Certificate (AHATC)

Semester 1		Lec	Lab	Credits
AUTO 100	Introduction to Automotive Technology	2	3	3
AUTO 161	Electrical/Electronic Systems 1	2	3	3
Semester 2				
AUTO 162	Electrical/Electronic Systems 2	2	3	3
AUTO 170	Heating and Air Conditioning	2	3	3
Total Credits:		**8**	**12**	**12**

Automotive Powertrain Technician Certificate (APTC)

Automotive Powertrain Technician Certificate (APTC)

The Automotive Powertrain Technician Certificate prepares students for starting or advancing their career in the automotive service industry as an engine, automatic transmission/transaxle, manual transmission/transaxle, and driveline repair technician.

Students who complete the program successfully are prepared to earn the Automotive Service Excellence (ASE) certifications for A-1 (Engine

Repair), A-2 (Automatic Transmission/Transaxle), and A-3 (Manual Drive Train and Axles).

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Automotive Powertrain Technician Certificate (APTC)

Semester 1		Lec	Lab	Credits
AUTO 100	Introduction to Automotive Technology	2	3	3
AUTO 161	Electrical/Electronic Systems 1	2	3	3
AUTO 111	Engine Repair	2	3	3
Semester 2				
AUTO 175	Powertrain Systems and Service	2	3	3
Total Credits:		**8**	**12**	**12**

Automotive Undercar Technician Certificate (AUTC)

Automotive Undercar Technician Certificate (AUTC)

The Automotive Undercar Technician Certificate prepares students for starting or advancing their career in the automotive service industry as a brake, suspension, steering, and alignment technician.

Students who complete the program successfully are prepared to earn the Automotive Service Excellence (ASE) certifications for A-4 (Suspension & Steering), A-5 (Brakes), and X-1 (Undercar Specialist Exhaust Systems).

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Automotive Undercar Technician Certificate (AUTC)

Semester 1		Lec	Lab	Credits
AUTO 100	Introduction to Automotive Technology	2	3	3
AUTO 161	Electrical/Electronic Systems 1	2	3	3
Semester 2				
AUTO 140	Suspension and Steering	2	3	3
AUTO 150	Brakes	2	3	3
Total Credits:		**8**	**12**	**12**

Landscape Horticulture Technologies

An understanding and appreciation of nature are vital for thriving in the varied professions of the landscape and turf management industries, which are experiencing strong growth in the Greater Cincinnati area. According to the National Association of Landscape Professionals, the landscape industry nationwide exceeds $150 billion in revenue annually and hires up to 300,000 new employees every year. Horticulture students learn to combine skills in art, science, plant care, construction, and business management to enhance the world around them.

The department offers three programs leading to an Associate of Applied Business degree:

- Landscape Horticulture (LH) (p. 88) provides opportunities to specialize in landscape design and contracting, landscape management, plant production, tree care, and interior plantscaping.
- Sustainable Horticulture (SH) (p. 91) is an option for students interested in solving ecological challenges through new landscape techniques, such as managing stormwater and reducing energy consumption.
- Turfgrass Management (TURF) (p. 93) prepares graduates for careers in golf course, sports turf, and commercial or residential lawn management.

The department also offers three certificate programs:

- The Landscape Design Certificate (LDC) (p. 88) allows students to concentrate on courses specific to landscape design and construction, and is best utilized in combination with the Landscape Horticulture or Sustainable Horticulture degree.
- The Landscape Technician Certificate (LTC) (p. 91) prepares students to immediately enter the landscaping industry as a skilled technician with general knowledge of plant science, landscape operations, and design.
- The Sustainable Agriculture Management Certificate (AGRC) (p. 91) 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.

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

Landscape Horticulture (LH & LDC)

Landscape Horticulture (LH)

The Landscape Horticulture associate's degree 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 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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	Applied Botany (**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	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 111		
MAT 125	Algebra and Trigonometry	4
Landscape Electives		
LH 115	Floral Design and Marketing	3
LH 160	Irrigation Design, Installation, and Management	3
LH 175	Interior Plantscaping	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	Principles of Sales	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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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	Applied Botany	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**

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Landscape Horticulture (LH)

- LH graduates are prepared to enter the green industry workforce at the technician level or above.
- LH graduates evaluate soils for the suitability of given plants.
- LH graduates understand how plants grow and interact with the environment.
- LH graduates are prepared to analyze a property, prepare an estimate, and price proposals for landscape management services.
- LH graduates have a broad-based knowledge of woody and herbaceous plants including identification, culture, and potential issues with common landscape plants.
- LH graduates can communicate effectively through multiple means with clients, crew, supervisors, and the public.
- LH graduates can recognize, evaluate, and solve problems in landscapes.

- LH graduates can identify and safely operate a variety of equipment and tools commonly used in the green industry.
- LH graduates can identify potential plant pests, determine if controls are needed, evaluate potential controls, and apply the most effective control.
- LH graduates create landscape designs based on site properties, client needs, and functional analysis.

Landscape Technician Certificate (LTC)

Landscape Technician Certificate (LTC)

The Landscape Technician Certificate prepares students to immediately enter the landscaping industry as a skilled technician with general knowledge of plant science, landscape operations, and design.

All of the certificate courses can be applied to an associate's degree program in Landscape Horticulture, Sustainable Horticulture, or Turfgrass Management, where students will also earn an OSHA 10 certification.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Landscape Technician Certificate (LTC)

Semester 1		Lec	Lab	Credits
LH 105	Horticulture Occupations	1	1	1
LH 120	Soil Science and Plant Nutrition	2	2	3
LH 125	Turfgrass Management	2	2	3
LH 130	Woody Plant Materials	1	5	3
LH 140	Landscape Operations	2	3	3
Semester 2				
LH 110	Applied Botany	2	3	3
LH 151	Landscape Design 1	2	3	3
XXX XXX Technical Elective		0	3	3
Semester 3				
LH 135	Herbaceous Plant Materials	2	3	3
LH 165	Landscape Construction	2	3	3
Total Credits:		**16**	**28**	**28**

Technical Electives

LH 155	Computer-Aided Landscape Design	3
LH 160	Irrigation Design, Installation, and Management	3
LH 175	Interior Plantscaping	3
LH 205	Landscape Pests and Controls	3
LH 210	Turfgrass Pests and Controls	3
LH 215	Arboriculture	3
LH 225	Greenhouse Management and Plant Production	3
AGR 100	Introduction to Urban Agriculture	3
AGR 135	Fruit and Nut Production	3

Sustainable Horticulture (SH & AGRC)

Sustainable Horticulture (SH)

In the Sustainable Horticulture associate's degree 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).

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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	0	3
Semester 2				
BUS 190	Professional Practices (**B**)	1	0	1
LH 110	Applied Botany (**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:		**51**	**120**	**67**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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	Principles of Sales	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 111		
MAT 125	Algebra and Trigonometry	4
Arts/Humanities Elective or Social/Behavioral Science Elective (select one course)		
Any Ohio Transfer 36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
or, any Ohio Transfer 36 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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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

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	Applied Botany	2	3	3
AGR 155	Spring Production	0	6	3
MKT 1XX	Marketing Elective	3	0	3
Semester 3				
MGT 120	Entrepreneurship	3	0	3
AGR 135	Fruit and Nut Production	2	3	3
AGR 140	Farm Ecology Management	2	3	3
AGR 160	Summer Production	0	6	3
Total Credits:		**20**	**37**	**36**

Electives

Marketing Elective		
MKT 105	Marketing and Customer Relations	3
MKT 130	Principles of Sales	3

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Sustainable Horticulture (SH)

- SH graduates are prepared to enter the green industry workforce at the technician level or above.
- SH graduates evaluate soils for the suitability of given plants.
- SH graduates understand how plants grow and interact with the environment.
- SH graduates are prepared to analyze a property, prepare an estimate, and price proposals for landscape management services.
- SH graduates have a broad-based knowledge of woody and herbaceous plants including identification, culture, and potential issues with common landscape plants.
- SH graduates can communicate effectively through multiple means with clients, crew, supervisors, and the public.
- SH graduates can recognize, evaluate, and solve problems in landscapes.
- SH graduates can identify and safely operate a variety of equipment and tools commonly used in the green industry.
- SH graduates can identify potential plant pests, determine if controls are needed, evaluate potential controls, and apply the most effective control.
- SH graduates create landscape designs based on site properties, client needs, and functional analysis.
- SH graduates identify and manage plants, both native and non-native, that are appropriate for sustainable landscapes and green infrastructure.
- SH graduates recognize plants that are invasive in the Cincinnati region and recommend and implement control measures.

Turfgrass Management (TURF)

Turfgrass Management (TURF)

Turfgrass Management associate's degree 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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	Applied Botany (**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
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 160	Irrigation Design, Installation, and Management (**T**)	2	3	3
XXX XXX Management/ Marketing Elective (**B**)		3	0	3
Semester 5				
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
Semester 6				
LH X9X Cooperative Education Elective 2: Landscape Horticulture (**T**)		1	40	2
Total Credits:		**50**	**120**	**67**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Computer Elective		
LH 155	Computer-Aided Landscape Design	3
IM 111	Computer Applications	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	Principles of Sales	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 111		
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

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G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Turfgrass Management (TURF)

- TURF graduates are prepared to enter the green industry workforce at the technician level or above.
- TURF graduates evaluate soils for the suitability of given plants.
- TURF graduates understand how plants grow and interact with the environment.
- TURF graduates are prepared to analyze a property, prepare an estimate, and price proposals for landscape management services.
- TURF graduates have a broad-based knowledge of woody and herbaceous plants including identification, culture, and potential issues with common landscape plants.
- TURF graduates can recognize, evaluate, and solve problems in landscapes.
- TURF graduates can identify and safely operate a variety of equipment and tools commonly used in the green industry.
- TURF graduates can identify potential plant pests, determine if controls are needed, evaluate potential controls, and apply the most effective control.
- TURF graduates create landscape designs based on site properties, client needs, and functional analysis.
- TURF graduates can install, maintain, and manage irrigation systems.
- TURF graduates have specialized knowledge in athletic field and golf course management.

Law and Paralegal Studies (PAR & LAWC)

Law and Paralegal Studies (PAR)

The Law and Paralegal Studies degree program prepares students for a career in the legal world as a Paralegal, equipped with the technical, communication, and critical thinking skills required to assist attorneys, judges, and other legal professionals in delivering legal services to a variety of clients.

While earning an Associate of Applied Business degree, students gain knowledge and abilities needed to provide competent, ethical, and in-demand paralegal services.

Through practical application of legal concepts to "real life" projects, 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 and current areas of legal practice.

Cooperative education experience provides practical hands-on training to help students begin a career as a Paralegal.

After graduation, graduates are prepared to excel in a variety of sectors including law firms of all sizes, corporations, charitable and non-profit organizations, government agencies, courts, and management companies.

Paralegals may not provide legal services directly to the public, except as permitted by law.

Law and Paralegal Studies Certificate (LAWC)

The Law and Paralegal Studies Certificate program 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 Administrative Assistant associate's degree with emphasis in the Legal Administrative Assistant track may wish to add the Paralegal Certificate to enhance their studies.

To be admitted to the certificate programs, students must have an associate's degree, a bachelor's degree, or Program Chair consent.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Law and Paralegal Studies (PAR)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (**G**)	3	0	3
IM 165	Legal Office Environment (**T**)	3	0	3
LAW 101	Business Law (**B**)	3	0	3
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
IM 111	Computer Applications (**B**)	2	3	3
Semester 2				
BUS 190	Professional Practices (**B**)	1	0	1
IM 130	Electronic Word Processing: Microsoft Word (**T**)	2	3	3
ENG 102	English Composition 2: Contemporary Issues (**G**)	3	0	3
LAW 130	Estate Planning, Family and Probate Law (**T**)	3	0	3
ACC 101	Financial Accounting (**B**)	2	2	3
Semester 3				
LAW X9X	Cooperative Education Elective 1 - Paralegal (**T**)	0	40	2
MAT 1XX	Mathematics Elective (**G**)	2	2	3
Semester 4				
LAW 120	Legal Research and Writing (**T**)	3	0	3
XXX XXX	Social Science Elective 1 (**G**)	3	0	3
XXX XXX	Legal Specialty Elective 1 (**T**)	3	0	3
IM 225	Legal Document Formatting (**T**)	2	3	3
Semester 5				
LAW X9X	Cooperative Education Elective 2: Paralegal (**T**)	0	40	2
XXX XXX	Social Science Elective 2 (**B**)	3	0	3
Semester 6				
LAW 210	Litigation (**T**)	3	0	3
LAW 290	Paralegal Capstone (**T**)	3	0	3
XXX XXX	Legal Speciality Elective 2 (**T**)	3	0	3
XXX XXX	Arts/ Humanities Elective (**G**)	3	0	3
Total Credits:		**51**	**93**	**60**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
Legal Specialty Elective (6 credit hours required)		
CRJ 120	Introduction to Courts	3
LAW 150	Bankruptcy, Debt Collection, and Secured Transactions	3
LAW 110	Employment and Administrative Law	3
LAW 298	Second Year Special Topics in Law	1-9
RE 105	Real Estate Law	3
Arts/Humanities Elective		
Any OT36 course from ART, MUS, THE, or ART 120, CULT, FRN, ITP, LIT, PHI, REL, SPN		3
Social Science Elective (6 Credit Hours)		
Any OT36 course from ECO, GEO, HST, LBR, POL, PSY, SOC		3
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 195	Part-Time Cooperative Education 5: Legal Assistant	1
LAW 196	Part-Time Cooperative Education 6: Legal Assistant	1
LAW 197	Part-Time Career Education Project: Legal Assistant	1
LAW 291	Full-Time Cooperative Education 1: Legal Assistant	2
LAW 292	Full-Time Cooperative Education 2: Legal Assistant	2
LAW 293	Full-Time Cooperative Education 3: Legal Assistant	2

LAW 297	Full-Time Career Education Project: Legal Assistant	2

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Law and Paralegal Studies Certificate (LAWC)

Semester 1		Lec	Lab	Credits
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 Computer Applications Elective		3	0	3
Semester 2				
LAW 120	Legal Research and Writing	3	0	3
LAW 130	Estate Planning, Family and Probate Law	3	0	3
LAW 210	Litigation	3	0	3
LAW 290	Paralegal Capstone	3	0	3
XXX XXX Technical Elective		3	0	3
Total Credits:		**26**	**3**	**27**

Electives

Computer Applications Elective (3 credit hours required)		
ACC 121	Computerized Bookkeeping: QuickBooks 1	1
IM 107	Introductory Electronic Presentations: Microsoft PowerPoint	1
IM 108	Introductory Electronic Spreadsheets: Microsoft Excel	1
IM 109	Introductory Database Management: Microsoft Access	1
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 135	Business Document Formatting	3
IM 145	Document Proofreading and Editing	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 155	Emerging Technologies and Social Media	3
Technical Elective (3 credit hours required)		
CRJ 105	Introduction to Criminal Justice	3
CRJ 120	Introduction to Courts	3
LAW 110	Employment and Administrative Law	3
LAW 150	Bankruptcy, Debt Collection, and Secured Transactions	3
RE 105	Real Estate Law	3

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Paralegal (PAR)

- Define legal terminology in numerous areas of the law.
- Identify major legal systems and functions of the law in American society.
- Discuss ethical rules and considerations applicable to the legal profession and non-attorney professionals.
- Create a variety of documents, including, without limitation, case briefs, pleadings, discovery requests, office memoranda, correspondence, and legal forms.
- Analyze applicable case and statutory law as they relate to a variety of law-related topics and client scenarios.
- Apply legal research skills to support case law and statutory analysis, legal document preparation, and fact gathering in a variety of law-related situations.
- Demonstrate an understanding of the principles of e-filing, and how to locate local court rules and civil rules of procedure.
- Demonstrate oral communication skills in a variety of educational and professional settings.
- Utilize law and office related technology resources in a variety of law office procedures, including, without limitation, file management, timekeeping, document management, document creation, and eDiscovery.

Marketing Management (MMT & MSC)

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 associate's degree 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.

Marketing Specialist Certificate (MSC)

The Marketing Specialist Certificate provides professionals, entrepreneurs, and students in any program or major with foundational marketing skills needed to understand consumer behavior, identify target markets, and create strategies that resonate with customers.

Students who successfully complete the certificate are prepared to make informed decisions about how to promote products or services and implement basic marketing tactics to reach target audiences effectively.

Courses completed for the certificate apply to the Marketing Management associate degree and to associate degrees for other business fields.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Marketing Management (MMT)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**T**)		1	0	1
MAT XXX Mathematics Elective (**G**)		3	0	3
ENG 101	English Composition 1 (**G**)	3	0	3
IM 1XX Computer Applications Elective (**B**)		2	3	3
MKT 101	Principles of Marketing (**T**)	3	0	3
ECO 105	Principles of Microeconomics (**G**)	3	0	3
Semester 2				
BUS 190	Professional Practices (**T**)	1	0	1
COMM 1XX Communication Elective (**T**)		3	0	3
ENG 10X English Composition Elective (**G**)		3	0	3
MKT 130	Principles of Sales (**T**)	3	0	3
ACC 101	Financial Accounting (**T**)	2	2	3
Semester 3				
MKT X9X Cooperative Education Elective: Marketing (**T**)		1	40	2
Semester 4				
MGT 101	Principles of Management (**B**)	3	0	3
MKT 205	Marketing Research and Consumer Behavior (**T**)	3	0	3
MKT 250	Digital Marketing and Social Media (**T**)	3	0	3
MGT 130	Project Management (**T**)	3	0	3
XXX XXX Business Elective 1 (**T**)		3	0	3
Semester 5				
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
MKT 215	Advertising and Public Relations (**T**)	3	0	3
ACC 102	Managerial Accounting (**T**)	2	2	3
XXX XXX Business Elective 2 (**T**)		3	0	3
Semester 6				
MKT X9X Cooperative Education Elective: Marketing (**T**)		1	40	2
Total Credits:		**55**	**87**	**60**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Computer Applications Elective		
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 200	Information Systems for Managers	3
Communication Elective		
COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	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 105	Quantitative Reasoning	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
Business Electives (6 credit hours required)		
SCM 105	Principles of Supply Chain Management	3
FIN 100	Personal Finance	3

FIN 120	Risk and Insurance	3
LAW 101	Business Law	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 164	Social Media and Consumer Engagement	1
MKT 231	Direct and Database Marketing	1
Arts/Humanities Elective		
Any OT36 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 197	Part-Time Cooperative Education Project: Marketing	1
MKT 291	Full-Time Cooperative Education 1: Marketing	2
MKT 292	Full-Time Cooperative Education 2: Marketing	2
MKT 297	Full-Time Cooperative Education Project: Marketing	2

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Marketing Specialist Certificate (MSC)

Semester 1		**Lec**	**Lab**	**Credits**
MKT 101	Principles of Marketing	3	0	3
ECO 105	Principles of Microeconomics	3	0	3
Semester 2				
MKT 215	Advertising and Public Relations	3	0	3
MKT 250	Digital Marketing and Social Media	3	0	3
Total Credits:		**12**	**0**	**12**

Marketing Management (MMT)

- Demonstrate a working knowledge and application of marketing terminology, concepts, activities, ethics, and strategies.
- Identify the functions of marketing within the organization and external environments and how marketing contributes to organizational attainment of goals and objectives.
- Apply quantitative and qualitative analytical skills through the application of marketing concepts.
- Evaluate information through the market research process to make business decisions.
- Prepare selling strategies.
- Analyze sales and customer service processes to facilitate consumer and business-to-business purchasing and customer retention.

The Midwest Culinary Institute

The Midwest Culinary Institute (MCI) at Cincinnati State is a nationally-recognized center of educational excellence in culinary and pastry arts, brewing, dietetics, hospitality, and food science.

Cincinnati State also offers a Bachelor of Applied Science degree in Culinary and Food Science (p. 76).

Associate's degrees and certificates lead to entry-level work opportunities and support continued education for the baccalaureate degree.

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.

Associate's degree programs offered by MCI are:

- Brewing Science (p. 100)
- Culinary Arts (p. 102)
- Dietetic Technology (p. 106)
- Hospitality Management (p. 109)
- Pastry Arts (p. 111)
- Pre-Nutrition Science (p. 112)

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

MCI also offers eleven certificates:

- Brewing Sales and Marketing (p. 100)
- Brewing and Beverage Laboratory (p. 100)
- Brewing Production (p. 100)
- Culinary Arts (p. 102)
- Culinary Medical Nutrition (p. 104)
- Dietary Management (p. 105) (3 certificates)
- Event Planning (p. 108)
- Food Service Management (p. 109)
- Pastry Arts (p. 111)

Most of the 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, BREWLC, & BREWPC)

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 associate's 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.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Brewing Sales and Marketing Certificate (BREWC)

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

Students develop skills and gain knowledge of topics such as the history of brewing, serving and glassware, the brewing process, taproom management, and key components of beer tourism. Most of the certificate courses can be completed online.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Brewing and Beverage Laboratory Certificate (BREWLC)

The Brewing and Beverage Laboratory Certificate prepares graduates for employment opportunities in many areas of the craft beverage industry including lab technician work at a brewery, distillery, or winery; quality assurance lab work; quality control lab work; yeast propagation; hop crop testing; or packaged product testing.

Students gain knowledge and develop skills related to sanitation and safety in the craft beverage field, sensory evaluation of beverages, sample collection, and QA/QC testing.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Brewing Production Certificate (BREWPC)

The Brewing Production Certificate prepares graduates for employment opportunities in many areas of the craft beverage industry including as a production brewer or as a lab technician/analyst at a brewery, distillery, or winery. Other options for graduates include quality assurance lab work, quality control lab work, yeast propagation, hop crop testing, or packaged product testing.

Students gain knowledge and develop skills required to complete daily production tasks in a brewery or beverage facility or to serve as a lab analyst with significant knowledge of the brewing process.

After completing the certificate, students are prepared for the General Certificate in Brewing exam administered by the Institute of Brewing and Distilling.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Brewing Science (BREW)

Student applicants must be at least 21 years of age before entering the program. Graduates should 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a position.

Semester 1		**Lec**	**Lab**	**Credits**
FYW 1XX First Year Experience Elective (**B**)		1	0	1
BREW 110	Brewing Sanitation and Safety (**B**)	2	0	2
CHE 110	Fundamentals of Chemistry (**G**)	3	3	4
ENG 101	English Composition 1 (**G**)	3	0	3
BREW 140	Brewing Ingredients (**B**)	2	2	3
MAT 1XX Mathematics Elective (**G**)		2	2	3
Semester 2				

ACC 101	Financial Accounting (**B**)	3	0	3
BREW 120	Brewing Technology and Calculations (**T**)	1	3	2
BREW 160	Sensory Evaluation of Beer (**T**)	3	0	3
BREW 115	Sustainability for Brewing and Beverage (**T**)	3	0	3
BUS 190	Professional Practices (**B**)	1	0	1
Semester 3				
BREW X9X Cooperative Education Elective: Brewing Science (**T**)		1	40	2
BREW 150	Applied Brewing Microbiology (**T**)	3	2	4
Semester 4				
BREW 130	Brewing Production (**T**)	2	4	4
ENG 10X or COMM 110 Communication Elective (**G**)		3	0	3
BREW 220	Brewing Packaging and Beyond-Beer Beverages (**T**)	2	3	3
BREW 240	Legal Issues in Brewing and Beverages (**T**)	3	0	3
Semester 5				
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
BREW 230	Advanced Brewing Production (**T**)	3	3	4
ECO 105	Principles of Microeconomics (**G**)	3	0	3
XXX XXX Technical Elective (**T**)		3	0	3
Total Credits:		**50**	**62**	**60**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	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
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
COMM 110	Public Speaking	3
Arts/Humanities Elective		
Any ART, LIT, MUS, PHI, REL, THE		3
Technical Elective		
MGT 120	Entrepreneurship	3
BREW 105	Beverage Tour and Tasting Management	3
BREW 210	Beverage Marketing and Sales	3
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 193	Part-Time Cooperative Education 3: Brewing Science	1
BREW 194	Part-time Cooperative Education 4: Brewing Science	1
BREW 195	Part-Time Cooperative Education 5: Brewing Science	1
BREW 196	Part-Time Cooperative Education 6: Brewing Science	1
BREW 197	Part-Time Career Education Project: Brewing Science	1
BREW 291	Full-Time Cooperative Education 1: Brewing Science	2
BREW 292	Full-Time Cooperative Education 2: Brewing Science	2
BREW 293	Full-Time Cooperative Education 3: Brewing Science	2
BREW 297	Full-Time Career Education Project: Brewing Science	2

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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

Brewing Sales and Marketing Certificate (BREWC)

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

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
BREW 100	Introduction to Craft Beer	3	0	3
BREW 240	Legal Issues in Brewing and Beverages	3	0	3
HRM 110	Food and Beverage Cost Control	3	0	3
MKT 130	Principles of Sales	3	0	3
Semester 2				
BREW 105	Beverage Tour and Tasting Management	2	2	3
BREW 115	Sustainability for Brewing and Beverage	3	0	3
BREW 210	Beverage Marketing and Sales	3	0	3
MKT 105	Marketing and Customer Relations	3	0	3
Total Credits:				**24**

Brewing and Beverage Laboratory Certificate (BREWLC)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
BREW 110	Brewing Sanitation and Safety	2	0	2
BREW 140	Brewing Ingredients	2	2	3
MAT XXX	Mathematics Elective	3	0	3
CHE 110	Fundamentals of Chemistry	3	3	4
Semester 2				
BREW 120	Brewing Technology and Calculations	1	3	2
BREW 150	Applied Brewing Microbiology	3	2	4
BREW 160	Sensory Evaluation of Beer	2	3	3
BREW 220	Brewing Packaging and Beyond-Beer Beverages	2	3	3
Total Credits:		**18**	**16**	**24**

Electives

Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6

Brewing Production Certificate (BREWPC)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
MAT XXX	Mathematics Elective	3	0	3
CHE 110	Fundamentals of Chemistry	3	3	4
BREW 140	Brewing Ingredients	2	2	3
BREW 130	Brewing Production	2	4	4
Semester 2				
BREW 120	Brewing Technology and Calculations	1	3	2
BREW XXX	Brewing Elective	3	0	3
Total Credits:		**14**	**12**	**19**

Electives

Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 124	Applied Algebra and Geometry	4
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
Brewing Elective (choose one)		
BREW 150	Applied Brewing Microbiology	4
BREW 160	Sensory Evaluation of Beer	3

Brewing Science (BREW)

- Demonstrate an understanding of the basic processes and procedures employed in the production of beer.
- Identify and describe the purpose and/or contribution of the primary ingredients employed in the production of beer.
- Recognize the variety of beer styles represented by the brewing industry.
- Identify and describe the purpose of the vessels, primary support equipment, and secondary processing equipment employed in the production of beer.
- Successfully brew beer on a standard brewing system.
- Demonstrate knowledge of social and regulatory environments regarding reasonable standards for responsible consumption.

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.

Students who wish to transfer credit to Cincinnati State for culinary coursework completed at another institution must meet with the Program Chair. Course transfer credit may be limited, based on program accreditation and student success in the previous culinary coursework.

The Culinary Arts program is accredited, with exemplary status, by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). Website: http://www.acfchefs.org.

Culinary Arts Certificate (CAC)

The Culinary Arts Certificate provides students with basic cooking skills needed for any level of cooking as well as understanding of food service sanitation and other professional skills.

Courses in the certificate program also apply to the Culinary Arts associate's 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Culinary Arts (CUL)

Semester 1		Lec	Lab	Credits
CUL 100	Culinary Demonstration (**T**)	2	0	2
CUL 101	Culinary 1 (**T**)	0	6	3
ENG 101	English Composition 1 (**G**)	3	0	3
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
CUL 115	Food Service Sanitation (**B**)	1	0	1
MAT 1XX	Mathematics Elective (**G**)	3	0	3
Semester 2				
BUS 190	Professional Practices (**B**)	1	0	1
CUL 102	Culinary 2 (**T**)	0	6	3
CUL 105	Culinary Baking (**T**)	0	6	3
ENG 10X	English Composition Elective (**G**)	3	0	3
HRM 110	Food and Beverage Cost Control (**B**)	3	0	3
MGT 101	Principles of Management (**B**)	3	0	3
Semester 3				
CUL X9X	Cooperative Education Elective 1: Culinary Arts (**T**)	1	40	2
Semester 4				
CUL 110	Culinary Nutrition (**T**)	0	6	3
CUL 200	Garde Manger (**T**)	0	8	4
CUL 205	Culinary Production (**T**)	0	6	3
XXX XXX	Arts/ Humanities Elective (**G**)	3	0	3
XXX XXX	Law Elective (**B**)	3	0	3
Semester 5				
CUL X9X	Cooperative Education Elective 2: Culinary Arts (**T**)	1	40	2
Semester 6				
ACC 101	Financial Accounting (**B**)	2	2	3
CUL 290	Culinary Capstone (**T**)	0	6	3
XXX XXX	Technical Elective (**T**)	0	6	3
XXX XXX	Social Science or Natural Science Elective (**G**)	3	0	3
Total Credits:		**33**	**132**	**61**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 131	Statistics 1	3
MAT 151	College Algebra	4
Technical Elective		
CUL 210	International Cuisine	3

CUL 220	Culinary Butchery	3
CUL 230	Plant-Based Cuisine	3
DT 215	Nutrition for Dietary Managers	2
DT 225	Dietary Manager Exam Review	1
PAS 225	Artisan Bread Baking	3
PAS 230	Chocolate Centerpiece Design	3
Law Elective		
LAW 101	Business Law	3
LAW 105	Hospitality Law	3
Arts/Humanities Elective (select 1 course)		
Any OT 36 course from ART, MUS, THE, LIT, PHI, REL, or any course from SPN, FRN		
Social Science or Natural Science Elective (Select 1 course)		
Any OT36 course from CHE, ECO, PSY, SOC, GEO, HST, LBR, POL		
Cooperative Education Electives (4 credit hours required)		
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 197	Part-Time Career Education Project: Culinary Arts	1
CUL 291	Full-Time Cooperative Education 1: Culinary Arts	2
CUL 292	Full-Time Cooperative Education 2: Culinary Arts	2
CUL 297	Full-Time Career Education Project: Culinary Arts	2

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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
CUL 115	Food Service Sanitation	1	0	1
XXX XXX	Culinary Elective	3	0	3
Total Credits:		**6**	**12**	**12**

Electives

Culinary Elective		
CUL 105	Culinary Baking	3
CUL 110	Culinary Nutrition	3
HRM 110	Food and Beverage Cost Control	3
CUL 220	Culinary Butchery	3
CUL 230	Plant-Based Cuisine	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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Culinary Arts (CUL)

- Demonstrate acceptable procedures when preparing potentially hazardous foods.
- Demonstrate good personal hygiene and health habits.
- Demonstrate safe and competent knife skills and tool and equipment operation.
- Use a standardized recipe.
- Prepare a variety of non-grand and classical sauces.
- Perform basic fabrication tasks with meat, poultry, and seafood.
- Calculate food costs and percentages.
- Evaluate the relationship of beverages to food.
- Demonstrate the ability to earn gainful employment working in the culinary industry.

Culinary Medical Nutrition Certificate (CMNC)

This program is not currently accepting new students.

Culinary Medical Nutrition Certificate (CMNC)

The Culinary Medical Nutrition Certificate provides knowledge and skill competencies in the field of Culinary Medicine, which is the theory and practice of viewing "food as medicine" to improve personal health and wellness. Culinary medicine uses evidence-based connections between food and medicine to empower informed decisions.

The certificate is designed for health care and/or food service professionals who are interested in learning about the holistic field of culinary medicine, and is specifically of interest to Certified Culinarians (Chefs), Certified Dietary Managers, Dietitians, Nurses, Physicians, Pharmacists, and Certified Diabetes Education Care and Education Specialists (CDCES).

Some continuing education units/credits (CEUs) can be obtained by completing this certificate and used to maintain current credentials and/or to pursue the Certified Culinary Medicine Specialist credential.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Culinary Medical Nutrition Certificate (CMNC)

Semester 1		Lec	Lab	Credits
DT 115	Cooking for a Healthy Lifestyle	1	3	2
DT 205	Cultural Food Production	1	4	3
DT 220	Culinary Nutrition Therapy	1	4	3
Total Credits:		**3**	**11**	**8**

Dietary Management Certificates (DMCP1, DMCP2, DMCP3)

Dietary Management Certificate Pathway I (DMCP1)

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 resources.

The Dietary Management Certificate offers three pathways that prepare students to earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential.

Pathway I is available for candidates with no college degree or noncommercial foodservice management experience.

Other pathways include:

- Pathway II: Available for candidates who hold a 2-year or 4-year degree in foodservice/hospitality management, culinary, pastry, or nutrition. This pathway is available only through online education.
- Pathway IIIb: Available for candidates with no college degree, but have at least 2 years of non-commercial foodservice management experience.

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

The program is approved by the Association for Foodservice and Nutrition Professionals, 406 Surrey Woods Drive, St. Charles, IL 60174. Phone (800) 323-1908. Website: https://www.ANFPonline.org (https://www.anfponline.org/).

Upon successful completion of the program, graduates of Pathway I 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Dietary Management Certificate Pathway II (DMCP2)

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 resources.

The Dietary Management Certificate offers three pathways that prepare students to earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential.

Pathway II is available for candidates who hold a 2-year or 4-year degree in foodservice/hospitality management, culinary, pastry, or nutrition. This pathway is available only through online education.

Other pathways include:

- **Pathway I:** Available for candidates with no college degree or noncommercial foodservice management experience.
- **Pathway IIIb:** Available for candidates with no college degree who have at least 2 years of non-commercial foodservice management experience.

The program is approved by the Association of Nutrition & Foodservice Professionals, PO Box 3610, St. Charles, IL 60174. Phone (800) 323-1908. Website: https://www.ANFPonline.org (https://www.anfponline.org/).

Upon successful completion of the program, graduates of Pathway II 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Dietary Management Certificate Pathway IIIb (DMCP3)

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 resources.

The Dietary Management Certificate offers three pathways that prepare students to earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential.

Pathway IIIb is available for candidates with no college degree who have at least 2 years of non-commercial foodservice management experience. Candidates for this pathway must be currently employed as a Dietary Manager, Supervisor, or Foodservice Director. This pathway is available only through online education.

Other pathways include:

- **Pathway I:** Available for candidates with no college degree or noncommercial foodservice management experience.
- **Pathway II:** Available for candidates who hold a 2-year or 4-year degree in foodservice/hospitality management, culinary, pastry, or nutrition. This pathway is available only through online education.

The program is approved by the Association of Nutrition & Foodservice Professionals, PO Box 3610, St. Charles, IL 60174. Phone (800) 323-1908. Website: https://www.ANFPonline.org (https://www.anfponline.org/).

Upon successful completion of the program, graduates of Pathway IIIb 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Dietary Management Certificate Pathway I (DMCP1)

Semester 1		Lec	Lab	Credits
CUL 115	Food Service Sanitation	1	0	1
DT 110	Community Nutrition	2	2	3
DT 120	Nutrition for a Healthy Lifestyle	3	0	3
DT 190	Dietetic Professional Practices	1	0	1
Semester 2				
DT 125	Nutrition Through the Lifecycle	3	0	3
DT 200	Introduction to Food Science	2	2	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	3	0	3
DT 215	Nutrition for Dietary Managers	2	0	2
DT 280	Dietetic Directed Practice: Food Service	0	6	1
DT 220	Culinary Nutrition Therapy	1	4	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	3	0	3
Total Credits:		**24**	**28**	**32**

Dietary Management Certificate Pathway II (DMCP2)

Semester 1		Lec	Lab	Credits
DT 211	Food Service Management 1	3	0	3
DT 215	Nutrition for Dietary Managers	2	0	2
Semester 2				
DT 212	Food Service Management 2	3	0	3
DT 225	Dietary Manager Exam Review	1	0	1
Total Credits:		**9**	**0**	**9**

Dietary Management Certificate Pathway IIIb (DMCP3)

Semester 1		Lec	Lab	Credits
DT 125	Nutrition Through the Lifecycle	3	0	3
DT 211	Food Service Management 1	3	0	3
Semester 2				
DT 212	Food Service Management 2	3	0	3
DT 215	Nutrition for Dietary Managers	2	0	2
DT 225	Dietary Manager Exam Review	1	0	1
Total Credits:		**12**	**0**	**12**

Dietetic Technology (DT)

Dietetic Technology (DT)

Dietetic technicians are trained in food preparation and nutrition and are an integral part of health care and foodservice 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.

Program Mission and Goals

Mission
The program will provide legendary educational experiences in preparing students for entry into positions involving food, nutrition, foodservice management and dietetics. We promise to:

- Be student/customer-centered
- Support success based academic standards
- Provide world-class clinical and experiential learning
- Provide comprehensive academic offerings

Goals

Goal 1: Prepare graduates who are competent for entry-level dietetic technician positions involving food, nutrition, and foodservice management.

Objectives:

- 70% of program graduates will pass the NDTR credentialing exam on the first attempt.
- 70% of program graduates will pass the NDTR credentialing exam within one year of first attempt.
- Within 12 months of graduation from the program, 65% of graduates will obtain nutrition related work.
- 80% of students will complete the degree requirements within 3 years (150% of the two-year program length).

Goal 2: Graduates will be prepared to reflect standards of the dietetic technician and meet the employment needs of the tri-state area and the nation.

Objectives:

- Completion rates will be 70% or greater for the degree program.
- 80% of employers of program graduates will rate graduates performance at 4 or better on a 5-item scale.
- 80% of program graduates will rate their faculty and academic advising as "satisfied" or "very satisfied."
- 80% of program graduates will rate their satisfaction with clinical or directed practice experience as "satisfied" or "very satisfied."

Program outcomes data are available on request.

More information about the program, such as the process to become a Registered Dietetic Technician (DTR), costs, and completion requirements, is provided in the Student Handbook, which can be downloaded from the Dietetic Technology (https://www.cincinnatistate.edu/academics/degree-certificate/dietetic-technology-dt/) page of the College website.

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

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

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Dietetic Technology (DT)

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

DT 290	Dietetic Competencies (**T**)	2	0	2
Total Credits:		**49**	**59**	**66**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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		
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
Social/Behavioral Science Elective		
Any PSY, SOC		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

Dietetic Technology (DT)

- CNDT 1.1: Access data, references, patient education materials, consumer and other information from credible sources.
- CNDT 1.4: Implement actions based on care plans, protocols, policies, and evidence-based practice.
- CNDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice, and the Code of Ethics for the Profession of Dietetics.
- CNDT 2.2: Use clear and effective oral and written communication.
- CNDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience.
- CNDT 2.4: Demonstrate active participation, teamwork, and contributions in group settings.
- CNDT 2.11: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CNDT 2.12: Participate in advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CNDT 3.1: Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.
- CNDT 3.2: Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups, and populations in a variety of settings.
- CNDT 3.3: Provide nutrition and lifestyle education to well populations.
- CNDT 3.5: Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the educational level of the audience.
- CNDT 3.6: Perform supervisory functions for purchasing, production, and service of food that meets nutrition guidelines, cost parameters, and health needs.
- CNDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups, and individuals.
- CNDT 4.2: Perform supervisory, education, and training functions.
- CNDT 4.5: Implement and adhere to budgets.

Event Planning Certificate (EPC)

Event Planning Certificate (EPC)

The Event Planning Certificate prepares individuals with the skills necessary to successfully create and manage events through understanding of key factors in customer service, food service cost control management, and the modern event planning process. The certificate also provides understanding of basic financial and accounting terminology needed to plan an event budget.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Event Planning Certificate (EPC)

Semester 1		**Lec**	**Lab**	**Credits**
HRM 100	Hospitality Careers	1	0	1
HRM 115	Rooms Division Management	4	0	4
Semester 2				
HRM 110	Food and Beverage Cost Control	3	0	3
HRM 135	Event, Meeting, and Convention Management	4	0	4
Total Credits:		**12**	**0**	**12**

Food Service Management Certificate (FSMC)

Food Service Management Certificate (FSMC)

The Food Service Management Certificate provides the skills needed to manage food service operations, by gaining proficiency in food sanitation and safety, food service cost control management, and food operations purchasing and layout content.

Other transferable skills gained through this certificate include customer service, decision-making, persuasion, and management of resources.

Students who successfully complete the certificate will receive the National Restaurant Association's Educational Institute ServSafe certification.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Food Service Management Certificate (FSMC)

Semester 1		Lec	Lab	Credits
HRM 100	Hospitality Careers	1	0	1
CUL 115	Food Service Sanitation	1	0	1
Semester 2				
HRM 110	Food and Beverage Cost Control	3	0	3
HRM 130	Food and Beverage Division Management	4	0	4
Total Credits:		**9**	**0**	**9**

Hospitality Management (HOSP)

Hospitality Management (HOSP)

Students in the Hospitality Management program gain knowledge and skills related to the management of various hospitality venues, through classroom instruction, laboratory experience, and cooperative education.

Students select one of two tracks within the degree: Food and Beverage, or Operations.

- Students in the Food and Beverage track also earn the Culinary Arts Certificate as part of the degree, and are qualified to work as managers of food service operations in a kitchen setting.
- Students in the Operations track learn basics of lodging and restaurant operation, along with event management skills and hospitality management training. Students can complete the Operations track through online learning, which provides flexibility in completing degree requirements.

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

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Hospitality Management (HOSP)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
ENG 101	English Composition 1 (**G**)	3	0	3
IM 1XX Computer Elective (**B**)		2	3	3
HRM 100	Hospitality Careers (**T**)	1	0	1
CUL 115	Food Service Sanitation (**T**)	1	0	1
MGT 101	Principles of Management (**B**)	3	0	3
MAT XXX Mathematics Elective (**G**)		3	0	3
Semester 2				
BUS 190	Professional Practices (**T**)	1	0	1
ENG 10X English Composition Elective (**G**)		3	0	3
HRM 110	Food and Beverage Cost Control (**B**)	3	0	3
XXX XXX Track Elective 1 (**T**)		3	0	3
XXX XXX Track Elective 2 (**T**)		3	0	3
Semester 3				
ACC 101	Financial Accounting (**B**)	2	2	3
COMM 1XX Communication Elective (**T**)		3	0	3
MKT 1XX Marketing Elective (**B**)		3	0	3
XXX XXX Track Elective 3 (**T**)		3	0	3
XXX XXX Track Elective 4 (**T**)		3	0	3
Semester 4				

HRM X9X Cooperative Education Elective: Hospitality Management (**T**)		1	40	2
Semester 5				
LAW 101	Business Law (**B**)	3	0	3
HRM 135	Event, Meeting, and Convention Management (**T**)	4	0	4
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
XXX XXX Social Science/ Natural Science Elective (**G**)		3	0	3
Semester 6				
XXX XXX Cooperative Education Elective (**T**)		1	40	2
Total Credits:		**56**	**85**	**60**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Computer Elective		
IM 111	Computer Applications	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 105	Quantitative Reasoning	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
Marketing Elective		
MKT 101	Principles of Marketing	3
MKT 105	Marketing and Customer Relations	3
Food and Beverage Track Electives (must take all three)		
CUL 100	Culinary Demonstration	2
CUL 101	Culinary 1	3
CUL 102	Culinary 2	3
Operations Track Electives (must take both)		
HRM 115	Rooms Division Management	4
HRM 130	Food and Beverage Division Management	4
Additional Track Electives (take 4 credits)		
ACC 102	Managerial Accounting	3
CUL 110	Culinary Nutrition	3
DT 120	Nutrition for a Healthy Lifestyle	3
DT 215	Nutrition for Dietary Managers	2
DT 225	Dietary Manager Exam Review	1
MGT 220	Leadership	3
Arts/Humanities Elective		
Any OT36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		3
Socal Science/Natural Science Elective		**3**
Any OT36 course from ECO, GEO, HST, LBR, POL, PSY, SOC, or BIO. CHE, EVS, PHY, PSC, or LH 110, LH 120, LH 130		
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 197	Part-Time Career Education Project: Hospitality Management	1
HRM 291	Full-Time Cooperative Education 1: Hospitality Management	2
HRM 292	Full-Time Cooperative Education 2: Hospitality Management	2
HRM 297	Full-Time Career Education Project: Hospitality Management	2

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Hospitality Management (HOSP)

- Demonstrate a working understanding of hospitality terminology, concepts, and functions.
- Explain the functions of management as they relate to the food and beverage industry.
- Demonstrate application of project management skills needed in the events/meeting management industry.
- Demonstrate working knowledge of current laws, rules, and regulations governing foodservice and lodging.
- Demonstrate effective decision-making skills integrating knowledge of functional areas when managing hospitality operations.

Pastry Arts (PAS & PASC)

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.

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.

Graduates earn an Associate of Applied Business degree.

The Pastry Arts program is accredited, with Exemplary Program status, by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). Website: http://www.acfchefs.org (https://www.acfchefs.org).

Pastry Arts Certificate (PASC)

The Pastry Arts Certificate program provides an introduction to baking and pastry production. The one-year program includes instruction in various methods of pastry production used in the food service industry as well as techniques of cake decorating.

Courses completed for the certificate also apply to the Pastry Arts associate's 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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
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
CUL 115	Food Service Sanitation (**G**)	1	0	1
BUS 190	Professional Practices (**T**)	1	0	1
Semester 2				
ENG 101	English Composition 1 (**G**)	3	0	3
PAS 115	Pastry Production and Design (**T**)	0	6	3
PAS 120	Nutritional Baking and Cuisine (**T**)	1	4	3
HRM 110	Food and Beverage Cost Control (**T**)	3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel (**B**)	2	3	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**)	0	6	3
Semester 5				
ACC 101	Financial Accounting (**B**)	2	2	3
MGT 101	Principles of Management (**B**)	3	0	3
MKT 101	Principles of Marketing (**B**)	3	0	3
PAS 290	Pastry Capstone (**T**)	1	5	3
XXX XXX	Arts/ Humanities Elective (**G**)	3	0	3
Semester 6				

PAS X9X Cooperative Education Elective 2: Pastry Arts (**T**)	1	40	2
Total Credits:	**42**	**124**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4
Arts/Humanities Elective		
ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3
ART 120	Design History	3
Or Any FRN or SPN		
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 131	Statistics 1	3
MAT 151	College Algebra	4
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 Centerpiece Design	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 197	Part-Time Career Education Project: Pastry Arts	1
PAS 291	Full-Time Cooperative Education 1: Pastry Arts	2
PAS 292	Full-Time Cooperative Education 2: Pastry Arts	2
PAS 297	Full-Time Career Education Project: Pastry Arts	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

Pastry Arts Certificate (PASC)

Semester 1		**Lec**	**Lab**	**Credits**
PAS 100	Theory of Baking	3	0	3
PAS 105	Fundamentals of Baking	0	6	3
PAS 110	Celebration Cakes	0	6	3
Semester 2				
CUL 115	Food Service Sanitation	1	0	1
PAS 115	Pastry Production and Design	0	6	3
PAS XXX Pastry Elective		0	6	3
Total Credits:		**4**	**24**	**16**

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 Centerpiece Design	3

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Pastry Arts (PAS)

- Identify proper ServSafe Sanitation Practices and obtain ServSafe Food Protection Manager Certification.
- Define different ingredients in the bake shop and their importance.
- Demonstrate basic baking techniques and procedures.
- Prepare different types of breads: yeast and quick.
- Demonstrate how to properly cut, layer, and decorate a cake.
- Apply dessert plating techniques.
- Outline food costs for pastry products.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Pre-Nutrition Science (PNS)

Semester 1		Lec	Lab	Credits
BIO 151	Anatomy and Physiology 1	3	2	4
DT 110	Community Nutrition	2	2	3
DT 120	Nutrition for a Healthy Lifestyle	3	0	3
DT 190	Dietetic Professional Practices	1	0	1
ENG 101	English Composition 1	3	0	3
FYE 1XX	First Year Experience Elective	1	0	1
Semester 2				
BIO 152	Anatomy and Physiology 2	3	2	4
DT 115	Cooking for a Healthy Lifestyle	1	3	2
DT 125	Nutrition Through the Lifecycle	3	0	3
CUL 115	Food Service Sanitation	1	0	1
DT 135	Sports Nutrition	3	0	3
Semester 3				
PSY 110	Introduction to Psychology	3	0	3
ENG 10X	English Composition Elective	3	0	3
XXX XXX	Arts/ Humanities Elective 1	3	0	3
MAT 151	College Algebra	3	2	4
Semester 4				
CHE 110	Fundamentals of Chemistry	3	3	4
COMM 110	Public Speaking	3	0	3
DT 205	Cultural Food Production	0	6	3
MAT 131	Statistics 1	2	2	3
Semester 5				
XXX XXX	Arts/ Humanities Elective 2	3	0	3
XXX XXX	Natural Science Elective	2	3	3
XXX XXX	Social/ Behavioral Science Elective	3	0	3
Total Credits:		**52**	**25**	**63**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 Electives		
Any Ohio Transfer 36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		3
Social/Behavioral Science Elective		
Any Ohio Transfer 36 course from ECO, GEO, HST, LBR, POL, PSY, SOC		3
Natural Science Elective		
BIO 220	Microbiology	3
CHE 111	Bio-Organic Chemistry	4

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Pre-Nutrition Science (PNS)

- CNDT 1.1: Access data, references, patient education materials, consumer, and other information from credible sources.
- CNDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice, and the Code of Ethics for the Profession of Dietetics.
- CNDT 2.2: Use clear and effective oral and written communication.
- CNDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience.
- CNDT 2.4: Demonstrate active participation, teamwork, and contributions in group settings.

- CNDT 2.7: Participate in professional and community organizations.
- CNDT 2.12: Participate in advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CNDT 3.2: Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups, and populations in a variety of settings.
- CNDT 3.3: Provide nutrition and lifestyle education to well populations.
- CNDT 3.5: Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the educational level of the audience.

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.

The Pre-Business Administration program can be completed through online learning.

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Pre-Business Administration (PBA)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective		1	0	1
ACC 101	Financial Accounting	2	2	3
ENG 101	English Composition 1	3	0	3
LAW 101	Business Law	3	0	3
MAT XXX Mathematics Elective		3	0	3
Semester 2				
ACC 102	Managerial Accounting	2	2	3
ENG 10X English Composition Elective		3	0	3
ECO 105	Principles of Microeconomics	3	0	3
MKT 101	Principles of Marketing	3	0	3
XXX XXX Arts/ Humanities Elective 1		3	0	3
Semester 3				
XXX XXX Cooperative Education or OT36 Elective		2	40	3
Semester 4				
IM XXX Computer Skills Elective		0	4	2
ECO 110	Principles of Macroeconomics	3	0	3
XXX XXX Natural/ Physical Science Elective 1		2	2	3
XXX XXX Directed Elective 1		3	0	3
XXX XXX OT36 Elective 1		3	0	3
Semester 5				
XXX XXX Arts/ Humanities Elective 2		3	0	3
XXX XXX Natural/ Physical Science Elective 2		2	2	3
XXX XXX Directed Elective 2		3	0	3
XXX XXX OT36 Elective 2		3	0	3
XXX XXX OT36 Elective 3		3	0	3
Total Credits:		**53**	**52**	**60**

Electives

Students must consult with an advisor before selecting elective courses

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 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
Computer Skills Elective (2 credit hours required)		
IM 106	Introductory Electronic Word Processing: Microsoft Word	1
IM 107	Introductory Electronic Presentations: Microsoft PowerPoint	1
IM 108	Introductory Electronic Spreadsheets: Microsoft Excel	1
IM 109	Introductory Database Management: Microsoft Access	1
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 200	Information Systems for Managers	3
Arts/Humanities Electives		
Any OT36 course from ART, COMM, LIT, MUS, PHI, REL, THE		
Natural/Physical Science Electives		
Any OT36 course from BIO, CHE, EVS, PHY, PSC		
Cooperative Education or OT36 Elective (3 credit hours required) [1]		
Any OT36 course (not used in another category) from ART, ECO, ENG, COMM, GEO, HST, LBR, LIT, MAT, MUS, PHI, POL, PSY, REL, SOC, THE or BIO, CHE, EVS, PHY, PSC		
BUS 190	Professional Practices	1
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 197	Part-Time Career Education Project: 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
PBA 297	Full-Time Career Education Project: Pre-Business Administration	2
OT36 Electives		
Any OT36 course (not used in another category) from ART, ECO, ENG, COMM, GEO, HST, LBR, LIT, MAT, MUS, PHI, POL, PSY, REL, SOC, THE or BIO, CHE, EVS, PHY, PSC		
Directed Electives		
Any OT36 course (not used in another category) from ART, ECO, ENG, COMM, GEO, HST, LBR, LIT, MAT, MUS, PHI, POL, PSY, REL, SOC, THE or BIO, CHE, EVS, PHY, PSC		
ENG 131	Creative Writing: Poetry	3
FIN 100	Personal Finance	3
FIN 150	Business 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
ASL 101	Beginning American Sign Language 1	3
ASL 102	Beginning American Sign Language 2	3
ASL 201	Intermediate American Sign Language 1	3
ASL 202	Intermediate American Sign Language 2	3
LBR 105	Introduction to Labor and Employee Relations	3
MGT 101	Principles of Management	3
MGT 120	Entrepreneurship	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

[1] Program chair approval is required for students planning to take an OT36 course rather than participate in cooperative education.

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- The alternative version, when available, meets the requirements of the course version without the added letter.

Pre-Business Administration (PBA)

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.

- Demonstrate understanding of legal and ethical issues in a business environment.
- Identify, classify, and demonstrate management activities.
- Demonstrate knowledge of marketing theory and techniques.
- Apply economic reasoning to the analysis of selected contemporary economic problems.
- Demonstrate employability skills in a business environment.
- Communicate effectively with diverse audiences.
- Evaluate arguments in a logical fashion.
- Acquire an understanding of our global and diverse culture and society.
- Compute and analyze quantitative data using mathematical and logical methods to solve problems.
- Transfer into upper division courses for a baccalaureate degree having met all lower division general education requirements and being granted junior standing for university registration purposes.
- Graduate from a 4-year institution with a baccalaureate degree.

Real Estate Certificate (REC & RESC)

Real Estate Certificate (REC)

The Real Estate Certificate is designed to prepare individuals for employment in the field of real estate. The combination of pre-licensing and business-related coursework provided a well-rounded foundation for those pursuing a career in real estate.

- The real estate courses satisfy the pre-license education requirement for the State of Ohio Real Estate Salesperson License examination.
- Additional coursework in various business-related topics may be applied to several associate degree programs that could satisfy the educational requirements to sit for the Brokers License exam for the State of Ohio.

Real Estate Salesperson Certificate (RESC)

This short-term certificate gives students the opportunity to earn an industry license in the state of Ohio. The coursework meets the educational requirement for 120 hours of classroom instruction, as set by the Ohio Department of Commerce, Division of Real Estate and Professional Licensing, Real Estate Salesperson and Broker.

After successful completion of the Ohio Real Estate Salesperson Certificate, students will have the educational requirements to sit for the State of Ohio Salesperson License exam.

Real Estate courses are offered in the evening, online, and/or in hybrid format (partly online and partly evening in-person).

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

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Real Estate Certificate (REC)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective		1	0	1
RE 100	Real Estate Principles and Practices	3	0	3
ENG 101	English Composition 1	3	0	3
XXX XXX Mathematics Elective		3	0	3
Semester 2				
RE 105	Real Estate Law	3	0	3
RE 110	Real Estate Appraisal and Finance	3	0	3
XXX XXX Social Science Elective		3	0	3
XXX XXX Technical Elective 1		3	0	3
XXX XXX Technical Elective 2		3	0	3
Total Credits:		**25**	**0**	**25**

Electives

First Year Experience (FYE) Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4
Technical Electives (6 credits required)		
ACC 101	Financial Accounting	3
FIN 150	Business Finance **	3
IM 111	Computer Applications	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
RE 115	Real Estate Salesperson Exam Preparation	1
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
Social Science Elective		
Any OT36 course from **ECO, GEO, HST, LBR, POL, PSY, SOC		

* Has a corequisite of ECO 105.

** Additional educational requirements to sit for the Ohio Real Estate Broker's License include two years of college, which could be an associate degree. Some electives can be applied to the education requirements for an Ohio Real Estate Broker's License and are part of some Cincinnati State associate degrees such as Business Management, Marketing, or Finance. Students should consult with the Real Estate academic advisor/program chair.

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Ohio Real Estate Salesperson Certificate (RESC)

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
Total Credits:		**9**	**0**	**9**

Engineering and Information Technologies Division

Division Office: Main Building Room 210, Clifton Campus

Division Phone Number: (513) 569-1743

Dean: Bob Nields

Associate Dean: Kim McMillan

The Engineering and Information Technologies Division provides Cincinnati State's **associate's degree programs and majors** in engineering technologies, information technologies, aviation maintenance, and multimedia fields. The division offers a number of associate's degrees and **certificate programs** that prepare students for a career in a variety of technical fields or a possible pathway to a bachelor's degree.

The division also offers a **Bachelor of Applied Science** degree in Land Surveying.

Cincinnati State has been recognized nationally as one of the top schools in Ohio for engineering-related associate's degrees.

The mission of the Engineering and Information Technologies Division is to equip students with the technical skills needed to succeed and prosper in the workforce, while also providing the foundation for continuing educational growth.

The academic programs within the Engineering and Information Technologies Division are organized into the following departments:

- Aviation Maintenance Technologies (p. 120)
- Chemical and Environmental Engineering Technologies (p. 122)
- Civil Engineering Technologies (p. 131)
- Computer Programing and Database Management (p. 134)
- Electrical Engineering Technologies (p. 141)
- Electro-Mechanical Engineering Technologies (p. 145)
- Land Surveying (p. 152)
- Mechanical Engineering Technologies (p. 157)
- Multimedia Information Design (p. 161)
- Networking and Support Systems (p. 166)
- Pre-Engineering (p. 172)
- Welding (p. 174)

All of the degree programs offered by the Engineering and Information Technologies Division feature:

- Faculty with professional experience in their areas of instruction.
- 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 from an associate's degree to a number of bachelor's degree programs.
- Cooperative education work experience. The close ties with industry created by the cooperative education component ensure all programs remain technically current, and provide students with practical workplace knowledge and experience prior to graduation.

Accreditations:

- The Bachelor of Applied Science degree program in Land Surveying is accredited by the Applied and Natural Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). Website: www.abet.org (https://www.abet.org/).
- The Associate of Applied Science degree program in Surveying and Mapping is accredited by the Applied and Natural Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). Website: www.abet.org (https://www.abet.org/).
- The Civil Engineering Technology – Construction Management option is accredited by the American Council for Construction Education (ACCE). Address: 1717 North Loop 1604 East, Suite 320, San Antonio, TX 78232-1570. Phone: (210) 495-6161. Website: http://www.acce-hq.org. (http://www.acce-hq.org)
- The Aviation Maintenance Technology associate's degree program and related certificate programs are approved by the Federal Aviation Administration. Technical coursework is offered primarily at the Cincinnati State West campus in Harrison, Ohio.

The Engineering and Information Technologies Division 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 Engineering and Information Technologies Division also offers a number of certificate programs that address specific technical skills.

Certificates have fewer course requirements than an associate's degree, and typically can be completed in a year or less.

Cooperative Education

The cooperative education experience is a cornerstone of the educational process in the Engineering and Information Technologies Division.

All students enrolled in associate's or bachelor'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 meet requirements for experiential learning 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 and program chair.

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

College Orientation

An online New Student Orientation program is available for all Cincinnati State students. For more information visit the New Student Orientation (https://www.cincinnatistate.edu/new-student-orientation/) page on the College website.

To prepare for success in college, degree-seeking students are required to complete a college First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State. For more information about the FYE course offerings, see the First Year Experience Requirement (p. 231) section of this Catalog.

Entrance Competencies

To ensure success in academic studies in Engineering and Information Technologies, entering students must meet established academic levels in mathematics, written communication skills, and reading comprehension. As part of the admission process, entering students meet with an academic advisor who may identify academic foundations-level 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.

Students entering most academic programs in Engineering and Information 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.

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

Transfer to Baccalaureate Programs

The Engineering and Information Technologies Division 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 Engineering and Information Technologies Division 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, Miami University, Northern Kentucky University, Wright State University, Western Governors University, 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.

Ohio Transfer 36

The Ohio Department of Higher Education developed the Ohio Transfer 36 to facilitate transfer of credits from one Ohio public college or university to another. The Ohio Transfer 36 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 completed Ohio Transfer 36 at one college or university automatically meets the requirements for the Ohio Transfer 36 at another college or university once the student is admitted. For additional information, see the Transferring College Credit (p. 37) and the Ohio Transfer 36 (p. 235) sections of this Catalog.

Associate's degree programs in the Engineering and Information Technologies Division contain in their curricula many of the required courses for the Cincinnati State Transfer 36. The Pre-Engineering degree contains the entire Ohio Transfer 36. Students who wish to complete the Ohio Transfer 36 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, and other associate's degrees, combined with a Ohio Transfer 36 showing grades of C or higher, receives preferential consideration at the receiving institution. Additionally, transfer is streamlined for graduates of some Engineering and Information 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 Engineering and Information Technologies Division 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 and past training in technical fields, such as those in the trades and military veterans. Students may receive up

to 27 credit hours-- nearly half of the degree requirements-- 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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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**)		2	2	3
XXX XXX Humanities Elective (**G**)		3	0	3
XXX XXX Business Elective 1 (**B**)		3	0	3
XXX XXX Computer Skills Elective (**B**)		2	2	2
Semester 2				
COMM 110	Public Speaking (**B**)	3	0	3
XXX XXX Business Elective 2 (**B**)		2	2	3
XXX XXX Social Science Elective (**G**)		3	0	3
XXX XXX Engineering Technology Elective 1 (**B**)		2	2	3
XXX XXX Engineering Technology Elective 2 (**T**)		2	2	3
ENG 10X English Composition Elective (**G**)		3	0	3
Total Credits:		**30-56**	**10**	**60**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Elective		
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
MAT 251	Calculus 1	5
Humanities Elective		**3**
Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE		
COMM 130	Introduction to Film Studies	3
Business Electives		
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
Computer Skills Elective		
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 130	Electronic Word Processing: Microsoft Word	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 170	Electronic Project Management: Microsoft Project	3
CET 100	Introduction to Civil Engineering Technology	3
EVS 110	Environmental Science: Conservation and Cleanup	4
MET 100	Introduction to Mechanical Engineering Technology	2
Social Sciences Elective		**3**
Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC		
Engineering Technology Electives [1]		**6**
Any AMT, BMT, CET, EET, EMET, CMT, CSA, EVT, EVS, IT, MET, NETC, PSET, SET		
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

[1] Program Chair consent required

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Applied Technology Specialist (ATSP)

- The student will be able to communicate as an individual.
- The student will be able to apply oral skills.
- The student will be able to apply written skills.
- The student will demonstrate computer skills.
- The student will demonstrate mathematical skills.
- The student will demonstrate an ability to complete a Humanities course.
- The student will demonstrate an ability to complete a Social Science course.
- The student will demonstrate an ability to complete a Business course.

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 (AMT)**, as well as three certificate programs:

- **Aviation Mechanics Airframe Certificate (AVAC) (p. 120)**
- **Aviation Mechanics Powerplant Certificate (AVPC) (p. 120)**
- **Avionics Certificate (AVNC)**

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 completed on the Clifton Campus or, in some cases, through online instruction.

For more information, please contact the Engineering and Information Technologies Division 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.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Aviation Maintenance Technology (AMT)

Semester 1		Lec	Lab	Credits
AMT 100	Aviation Standard Practices (**B**)	4	6	6
AMT 105	Aircraft Orientation (**B**)	2	5	4
AMT 110	Aircraft Electricity (**B**)	3	3	4
AMT 115	Aircraft Weight and Balance (**B**)	3	3	4
MAT 122	Aviation Mathematics (**G**)	2	2	3
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
Semester 2				
AMT 135	Aircraft Landing Gear Systems (**T**)	3	5	5
AMT 140	Airframe Electrical Systems (**T**)	3	4	5
PHY 115	Aviation Maintenance Physics (**G**)	3	3	4
AMT 120	Aircraft Non-Metal Structures (**T**)	3	4	5
ENG 101	English Composition 1 (**G**)	3	0	3
Semester 3				
AMT 125	Aircraft Metal Structures (**T**)	3	5	5
AMT 145	Airframe Electronic Systems (**T**)	3	3	4
AMT 150	Airframe Systems (**T**)	3	4	5
AMT 190	Career Preparation: Aviation Maintenance Technology (**B**)	1	0	1
AMT 165	Airframe Maintenance and Inspection (**T**)	4	4	6
Semester 4				
AMT 191	Part-Time Cooperative Education 1: Aviation Maintenance Technology (**T**)	1	20	1
ENG 104	English Composition 2: Technical Communication (**G**)	3	0	3
AMT 201	Powerplant Maintenance 1 (**T**)	4	6	6
AMT 215	Aircraft Propellers (**T**)	2	2	3
Semester 5				
AMT 192	Part-Time Cooperative Education 2: Aviation Maintenance Technology (**T**)	1	20	1
AMT 202	Powerplant Maintenance 2 (**T**)	4	6	6
AMT 205	Starting and Ignition Systems (**T**)	2	3	3
Semester 6				
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:		**73**	**140**	**104**

Electives

First Year Experience Elective

FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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)

Semester 1		Lec	Lab	Credits
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 122	Aviation Mathematics	2	2	3
Semester 2				
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
Semester 3				
AMT 125	Aircraft Metal Structures	3	5	5
AMT 145	Airframe Electronic Systems	3	3	4
AMT 150	Airframe Systems	3	4	5
AMT 155		3	3	4
AMT 160		1	3	2
Total Credits:		**42**	**55**	**64**

Aviation Mechanics Powerplant Certificate (AVPC)

Semester 1		Lec	Lab	Credits
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 122	Aviation Mathematics	2	2	3
Semester 2				
AMT 201	Powerplant Maintenance 1	4	6	6
AMT 215	Aircraft Propellers	2	2	3
PHY 115	Aviation Maintenance Physics	3	3	4
Semester 3				
AMT 202	Powerplant Maintenance 2	4	6	6
AMT 205	Starting and Ignition Systems	2	3	3
Semester 4				
AMT 203	Powerplant Maintenance 3	4	6	6
AMT 210	Engine Fuel and Lubrication Systems	4	6	6
Total Credits:		**37**	**51**	**55**

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Aviation Maintenance Technology (AMT)

- Apply concepts of basic aircraft electricity.
- Determine and document aircraft weight and balance calculations.
- Identify aircraft corrosion and demonstrate aircraft corrosion cleaning techniques.
- Interpret aircraft and powerplant maintenance technical data and engineering drawings.
- Gain experience inspecting and repairing metal and non-metal structures.
- Demonstrate ground operations and servicing of aircraft and powerplants.
- Identify and apply Federal Aviation Administration (FAA) Regulation Maintenance Standards.
- Complete appropriate FAA required maintenance forms and records for aircraft maintenance.
- Recognize FAA Airworthiness Directives, Type Certificate Data Sheets, and Approved and Acceptable Data sheets.
- Complete maintenance on aircraft turbine engine and piston engines.

Avionics Certificate (AVNC)

Avionics Certificate (AVNC)

The Avionics Certificate provides skills for individuals who are interested in advanced aviation electronics. Graduates 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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Avionics Certificate (AVNC)

Semester 1		Lec	Lab	Credits
AMT 105	Aircraft Orientation	2	5	4
Semester 2				
AMT 271	Avionics 1	2	2	4
Semester 3				
AMT 272	Avionics 2	2	2	4
Total Credits:		**6**	**9**	**12**

Chemical and Environmental Engineering Technologies

Chemical Technology is a career field that uses sophisticated chemical/biochemical methods and cutting-edge instrumentation to analyze chemical and pharmaceutical substances and evaluate their properties.

- The **Chemical Technology (CMT)** associate's degree program prepares students to become laboratory technicians, research associates, or process chemists in high-tech research and development or quality control laboratories, academic institutions, government agencies, and chemical manufacturing facilities.
- The **Chemical Technology Operator Certificate (CMTOC)** provides technical skills for students seeking positions in a variety of process technology industries.
- The Chemical Technology Production Certificate (CMTPC) (p. 123) prepares students for entry-level positions in chemical production industries.

Environmental Engineering Technology is a career field that applies principles of math, science, technology, engineering, and law to protect the environment, promote conservation of natural resources, and ensure the health and safety of workers and the community.

Environmental issues affect the operations of many chemical and manufacturing industries, and play a role in agriculture, transportation, defense, energy, construction, and many other commercial enterprises. Environmental technologies also factor into the protection of parks and forests, nature preserves, and recreational venues.

- The **Environmental Engineering Technology (EVT)** associate's degree program also offers two majors: **Stormwater Management (EVTS)** and **Water and Wastewater (EVTW)**. All courses, except cooperative education, meet Ohio Environmental Protection Agency requirements for license renewal (U.S. EPA External Provider).
- The **Environmental Safety and Security Certificate (EVTSC)** develops skills related to disaster preparedness, utilities safety and security, transportation safety and security, law enforcement, and research.
- The Environmental Plant Operator Wastewater/Water Certificate (EVTPOC) (p. 128) prepares students to enter a career in the water or wastewater industry.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

Chemical Technology (CMT, CMTOC, & CMTPC)

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.

Chemical Technology Operator Certificate (CMTOC)

The Chemical Technology Operator Certificate prepares students for positions in process technology industries, including chemical blending, processing, and manufacturing; food/beverages; pharmaceuticals; bioscience; and petrochemicals.

Students gain technical skills needed to manage basic control of systems and devices to monitor levels, temperatures, pressures, and transfer of products. Students also learn basic operation of pumps, valves, and vessels, as well as safety and quality standards.

Students who earn the certificate may continue their education in the Chemical Technology associate's degree program.

Chemical Technology Production Certificate (CMTPC)

The Chemical Technology Production Certificate prepares students for entry-level positions in chemical production industries.

Students gain technical skills needed to manage basic control of systems and devices to monitor levels, temperatures, pressures, and transfer of products. Students also learn basic operation of pumps, valves, and vessels, as well as safety and quality standards.

Students who earn the certificate may continue their education in the Chemical Technology Operator Certificate and the Chemical Technology associate's degree program.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Chemical Technology (CMT)

		Lec	Lab	Credits
Semester 1				
CMT 111	Chemical Technology 1 (**T**)	0	3	1
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab (**G**)	4	3	5
ENG 101	English Composition 1 (**G**)	3	0	3
MAT 151	College Algebra (**G**)	3	2	4
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
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 152	Trigonometry (**B**)	4	0	4
Semester 3				
CMT 291	Full-Time Cooperative Education 1: Chemical Technology (**T**)	1	40	2
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:		**50**	**116**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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
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 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	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		**8**
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	

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
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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

Chemical Technology Operator Certificate (CMTOC)

Semester 1		**Lec**	**Lab**	**Credits**
ENG 101	English Composition 1	3	0	3
CMT 171	Chemical Operator 1	3	2	4
CMT 111	Chemical Technology 1	0	3	1
CHE 100	Basic Chemistry	2	2	3
MAT 124	Applied Algebra and Geometry	3	2	4
Semester 2				
ENG 104	English Composition 2: Technical Communication	3	0	3
CMT 112	Chemical Technology 2	0	3	1
CMT 172	Chemical Operator 2	3	2	4
EVT 115	OSHA 40-Hour Course	2	2	3
EVT 187	Materials Transportation Safety and Security	1	2	2
EVT 160	Solid and Hazardous Waste Management	2	3	3
Total Credits:		**22**	**21**	**31**

Chemical Technology Production Certificate (CMTPC)

Semester 1		**Lec**	**Lab**	**Credits**
CMT 111	Chemical Technology 1	0	3	1
CMT 171	Chemical Operator 1	3	2	4
Semester 2				
CMT 112	Chemical Technology 2	0	3	1
CMT 172	Chemical Operator 2	3	2	4

EVT 115	OSHA 40-Hour Course	2	2	3
Total Credits:		**8**	**12**	**13**

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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Chemical Technology (CMT)

- Students will determine and demonstrate safe lab practices and use of lab safety resources.
- Students will utilize basic laboratory equipment and techniques.
- Students will develop an ability to apply written, oral, and graphical communication in both technical and non-technical environments, and an ability to identify and use appropriate technical literature.
- Students will effectively utilize lab tools in accurate/precise solution preparation.
- Students will apply a variety of lab calculations common in chemical analysis.
- Students will be able to compile and evaluate experimental data.
- Students will design and conduct an individual research project showing mastery of experimental design and project completion.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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
Semester 3				
XXX XXX	Cooperative Education Elective (**T**)	1	40	2
Semester 4				
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
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
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	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Chemistry Elective		
CHE 110	Fundamentals of Chemistry	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5
Mathematics Electives		**8**
Select one of the following series:		
MAT 125 & MAT 126	Algebra and Trigonometry and Functions and Calculus	8
Or		
MAT 151 & MAT 152	College Algebra and Trigonometry	8
Or		
MAT 251 & MAT 252	Calculus 1 and Calculus 2	10
Cooperative Education Elective		**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	2
EVT 191 & EVT 192	Part-Time Cooperative Education 1: Environmental Engineering Technology and Part-Time Cooperative Education 2: Environmental Engineering Technology	2
EVT 291	Full-Time Cooperative Education 1: Environmental Engineering Technology	2
Statistics Elective		
EVT 180	Environmental Statistics	2
MAT 131	Statistics 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
Arts/Humanities Elective or Social/Behavioral Science Elective		
Any OT36 approved course from ART, MUS, THE, or any course from ASL, COMM (except COMM 110), CULT, ECO, FRN, GEO, HST, LBR, LIT, PHI, POL, PSY, REL, SOC, SPN		3
Technical Elective		
Any CET, CMT, EVS, EVT, LH, or other course approved by Program Chair		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

Environmental Engineering Technology (EVT, EVTS, EVTW)

- EVT students will apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined environmental engineering problems.
- EVT students will design solutions for well-defined environmental engineering technology problems, and assist with the engineering design of systems, components, or processes.
- EVT students will apply written, oral, and graphical communication in well-defined technical and non-technical environments, while identifying and using appropriate technical literature.
- EVT students will perform standard tests, measurements, and experiments and then analyze and interpret the results.
- EVT students will perform effectively as a member of a technical team.

Environmental Engineering Technology - Stormwater Management Major (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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Environmental Engineering Technology—Stormwater Management Major (EVTS)

Semester 1		Lec	Lab	Credits
EVT 105	Environmental Sampling (**B**)	2	3	3
EVS 110	Environmental Science: Conservation and Cleanup (**G**)	3	2	4
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
Semester 2				
EVT 150	Environmental Chemistry (**B**)	2	3	3
EVT 155	Site Mapping and GIS (**T**)	2	3	3
EVT 175	Watershed Management (**T**)	2	3	3
ENG 101	English Composition 1 (**G**)	3	0	3
EVS 120	Environmental Geology (**T**)	3	2	4
Semester 3				
XXX XXX	Cooperative Education Elective (**T**)	1	40	2
MAT XXX	Mathematics Elective 2 (**B**)	4	0	4
Semester 4				
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
Semester 5				
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
Semester 6				
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	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Chemistry Elective		
CHE 110	Fundamentals of Chemistry	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5
Mathematics Electives		**8**
Select one of the following series:		
MAT 125 & MAT 126	Algebra and Trigonometry and Functions and Calculus	8
MAT 151 & MAT 152	College Algebra and Trigonometry	8
MAT 251 & MAT 252	Calculus 1 and Calculus 2	10
Cooperative Education Elective		**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	2
EVT 191 & EVT 192	Part-Time Cooperative Education 1: Environmental Engineering Technology and Part-Time Cooperative Education 2: Environmental Engineering Technology	2
EVT 291	Full-Time Cooperative Education 1: Environmental Engineering Technology	2
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
Arts/Humanities Elective or Social/Behavioral Science Elective		

Any OT36 approved course from ART, MUS, THE, or any course from ASL, COMM (except COMM 110), CULT, ECO, FRN, GEO, HST, LBR, LIT, PHI, POL, PSY, REL, SOC, SPN	3

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Environmental Engineering Technology (EVT, EVTS, EVTW)

- EVT students will apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined environmental engineering problems.
- EVT students will design solutions for well-defined environmental engineering technology problems, and assist with the engineering design of systems, components, or processes.
- EVT students will apply written, oral, and graphical communication in well-defined technical and non-technical environments, while identifying and using appropriate technical literature.
- EVT students will perform standard tests, measurements, and experiments and then analyze and interpret the results.
- EVT students will perform effectively as a member of a technical team.

Environmental Engineering Technology - Water and Wastewater (EVTW & EVTPOC)

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).

Environmental Plant Operator Wastewater/Water Certificate

The Environmental Plant Operator Wastewater/Water Certificate prepares students to enter a career in the water or wastewater industry. For individuals already working in this field, the certificate will provide understanding of all aspects of their industry and support them in expanding their career options.

The certificate courses cover technical skills needed to manage the efficient operation of water/wastewater treatment plants. Students will learn how to properly install, inspect, maintain, and repair water/waste water treatment plant equipment systems, as well as water sampling and analysis techniques.

Students who successfully complete the certificate are prepared to take the Ohio Environmental Protection Agency's test for Class 1 Wastewater/Water Treatment Operator Certification.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Chemistry Elective		
CHE 110	Fundamentals of Chemistry	4
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5
Mathematics Electives		**8**

Select one of the following series:

MAT 125 & MAT 126	Algebra and Trigonometry and Functions and Calculus	8
MAT 151 & MAT 152	College Algebra and Trigonometry	8
MAT 251 & MAT 252	Calculus 1 and Calculus 2	10
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 & EVT 191	Career Preparation: Engineering and Information Technologies and Part-Time Cooperative Education 1: Environmental Engineering Technology	2
EVT 191 & EVT 192	Part-Time Cooperative Education 1: Environmental Engineering Technology and Part-Time Cooperative Education 2: Environmental Engineering Technology	2
EVT 291	Full-Time Cooperative Education 1: Environmental Engineering Technology	2
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 OT36 approved course from ART, MUS, THE, or any course from ASL, COMM (except COMM 110), CULT, ECO, FRN, GEO, HST, LBR, LIT, PHI, POL, PSY, REL, SOC, SPN		3

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Environmental Plant Operator Wastewater/Water Certificate (EVTPOC)

Semester 1		Lec	Lab	Credits
EVT 105	Environmental Sampling	2	3	3
EVS 110	Environmental Science: Conservation and Cleanup	3	2	4
MAT 151	College Algebra	3	2	4
Semester 2				
EVT 170	Water and Wastewater Treatment and Analysis	3	3	4
EVT 185	Supervisory Management in Environmental Fields	1	2	2
EVT 16X Calculations for Operations Elective		2	3	3
EVT 24X Operations of Treatment Plants Elective		2	3	3
Total Credits:		**16**	**18**	**23**

Electives

Calculations for Operations Elective		
EVT 165	Calculations for Water Operators	3
EVT 166	Calculations for Wastewater Operators	3
Operations of Treatment Plants Elective		
EVT 245	Operation of Water Treatment Plants	3
EVT 246	Operation of Wastewater Treatment Plants	3

Environmental Engineering Technology (EVT, EVTS, EVTW)

- EVT students will apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined environmental engineering problems.
- EVT students will design solutions for well-defined environmental engineering technology problems, and assist with the engineering design of systems, components, or processes.
- EVT students will apply written, oral, and graphical communication in well-defined technical and non-technical environments, while identifying and using appropriate technical literature.
- EVT students will perform standard tests, measurements, and experiments and then analyze and interpret the results.
- EVT students will perform effectively as a member of a technical team.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 XXX Environmental Engineering Technology Elective		1	2	2
Total Credits:		**20**	**27**	**31**

Electives

Environmental Engineering Technology Elective (select one course)		
EVT 115	OSHA 40-Hour Course	3

EVT 158	Fundamentals of Industrial Hygiene	2
EVT 168	Radiation Safety	2
EVT 210	Industrial Waste Treatment	2
EVT 247	Advanced Sampling and Analysis	2

Other courses may be approved by EVT Program Chair

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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 two programs leading to an associate's degree:

- The **Architectural Major (p. 131)** (CETAO) (p. 131) 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 Major (CETCO)** 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. This program is accredited by the American Council for Construction Education (ACCE).

Both 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.

The department also offers two certificates:

- The Construction Supervisor Certificate (CSC) (p. 132) provides a pathway for construction workers to advance to supervisory positions.
- The Virtual Design and Construction Certificate (VDCC) (p. 132) assists construction professionals who want to upgrade their skills.

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.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

Architectural Major (CETAO)

Civil Engineering Technology—Architectural Major (CETAO)

The Civil Engineering Technology - Architectural Major prepares graduates to bridge the gap between the architect and design engineer by filling support positions in architectural and engineering firms and assisting in the design of architectural, mechanical, electrical, and lighting systems for buildings.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Civil Engineering Technology—Architectural Major (CETAO)

Semester 1		Lec	Lab	Credits
CIT 190	Career Preparation: Engineering and Information Technologies (**B**)	1	0	1
CET 115	Architectural Drafting and Computer Aided Design (**B**)	2	4	4
MAT 124	Applied Algebra and Geometry (**G**)	3	2	4
CET 108	Basic Construction Safety for Employees: OSHA 10 (**B**)	1	0	1
CET 106	Plan Reading for Construction Management (**B**)	3	0	3
FYE XXX First Year Experience Elective (**B**)		1	0	1
Semester 2				
CET 120	Advanced Computer Aided Design: Revit Architecture (**T**)	3	3	4
MAT 125	Algebra and Trigonometry (**G**)	3	2	4
CET 141	Building Construction Methods 1: Materials and Codes (**B**)	3	0	3
ENG 101	English Composition 1 (**G**)	3	0	3
Semester 3				
CET 291	Full-Time Cooperative Education 1: Civil Engineering Technology (**T**)	1	40	2

PHY 151	Physics 1: Algebra and Trigonometry-Based (**G**)	3	3	4
Semester 4				
CET 205	Architectural Design and 3D Modeling: Revit Architecture (**T**)	3	3	4
CET 211	Advanced Revit: Mechanical (**T**)	2	3	3
CET 212	Advanced Revit: Electrical (**T**)	2	3	3
SUR 105	Surveying Fundamentals (**T**)	2	3	3
Semester 5				
COMM 110	Public Speaking (**B**)	3	0	3
CET 280	Civil Engineering Technology Architectural Capstone (**T**)	2	6	4
ECO 105	Principles of Microeconomics (**G**)	3	0	3
CET 246	Structural Systems of Building Construction (**T**)	2	2	3
Semester 6				
CET 292	Full-Time Cooperative Education 2: Civil Engineering Technology (**T**)	1	40	2
ENG 10X English Composition Elective (**G**)		3	0	3
Total Credits:		**50**	**114**	**65**

Electives

First Year Experience Elective		
Any course from FYE or HNR 100		
English Composition Elective (2nd English course)		
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

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Civil Engineering Technologies (CETAO)

- Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering technology level problems appropriate to the discipline.
- Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
- Apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- Conduct standard tests and measurements, and analyze, interpret, and report the results.
- Function effectively as a member of a technical team.
- For the Architectural (Technology) Major: Demonstrate proficiency in AutoCad and REVIT for buildings, including MEP systems.

Construction Management (CETCO, CSC, & VDCC)

Civil Engineering Technology—Construction Management Major (CETCO)

The Civil Engineering Technology - Construction Management Major 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.

The Civil Engineering Technology - Construction Management option is accredited by the American Council for Construction Education (ACCE), 1717 North Loop 1604 East, Suite 320, San Antonio, TX 78232-1570. Phone: (210) 495-6161. Website: http://www.acce-hq.org.

Construction Supervisor Certificate (CSC)

The Construction Supervisor Certificate provides a pathway for construction workers to advance to supervisory positions.

Students gain knowledge and skills required to become an effective supervisor, including leadership, human resources, project management, and construction management.

Several of the certificate courses also apply to the associate's degree program Civil Engineering Technology—Construction Management Major.

Virtual Design and Construction Certificate (VDCC)

The Virtual Design and Construction Certificate assists construction professionals who want to upgrade their skills. The certificate also

prepares new students for entry-level jobs in the field of virtual and computer aided design (CAD).

Coursework includes skills in computer-aided architectural drafting, plan reading for residential and commercial buildings, and virtual design methods used in construction.

All of the certificate courses also apply to the associate's degree program Civil Engineering Technologies-Architectural Major.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Civil Engineering Technology—Construction Management Major (CETCO)

Semester 1		Lec	Lab	Credits
CET 115	Architectural Drafting and Computer Aided Design (**B**)	2	4	4
MAT 124	Applied Algebra and Geometry (**G**)	3	2	4
CET 106	Plan Reading for Construction Management (**B**)	3	0	3
CET 108	Basic Construction Safety for Employees: OSHA 10 (**B**)	1	0	1
FYE XXX First Year Experience Elective (**B**)		1	0	1
Semester 2				
CET 135	Construction Estimating (**T**)	2	2	3
MAT 125	Algebra and Trigonometry (**B**)	3	2	4
ENG 101	English Composition 1 (**G**)	3	0	3
CET 141	Building Construction Methods 1: Materials and Codes (**T**)	2	3	3
CIT 190	Career Preparation: Engineering and Information Technologies (**B**)	1	0	1
Semester 3				
CET 291	Full-Time Cooperative Education 1: Civil Engineering Technology (**T**)	1	40	2
PHY 151	Physics 1: Algebra and Trigonometry-Based (**G**)	3	3	4
Semester 4				
CET 230	Construction Management (**T**)	2	2	3
CET 235	Construction Scheduling (**T**)	2	3	3
CET 240	Cost Engineering (**T**)	2	2	3
CET 253	Virtual Design and Construction Layout (**T**)	2	3	3
Semester 5				
COMM 110	Public Speaking (**B**)	3	0	3
CET 246	Structural Systems of Building Construction (**T**)	2	2	3
CET 242	Building Construction Methods 2: Mechanical, Electrical, and Plumbing Systems (**T**)	3	0	3
ECO 105	Principles of Microeconomics (**B**)	3	0	3
Semester 6				
CET 285	Civil Engineering Technology Construction Management Capstone (**T**)	2	3	3
CET 292	Full-Time Cooperative Education 2: Civil Engineering Technology (**T**)	1	40	2
ENG 10X English Composition Elective (**G**)		3	0	3
Total Credits:		**50**	**111**	**65**

Electives

First Year Experience Elective		
Any course from FYE or HNR 100		
English Composition Elective (2nd English course)		
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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Construction Supervisor Certificate (CSC)

Semester 1		Lec	Lab	Credits
LDR 100	Introduction to Leadership	3	0	3
MAT 124	Applied Algebra and Geometry	3	2	4
Semester 2				
MGT 105	Human Resource Management	3	0	3
CET 135	Construction Estimating	2	2	3

Semester 3				
MGT 130	Project Management	3	0	3
CET 230	Construction Management	3	0	3
SPN XXX Spanish Elective		2	0	2
Total Credits:		**19**	**4**	**21**

Electives

Spanish Elective		
SPN 100	Spanish for the Professions	2
SPN 101	Elementary Spanish 1	4

Virtual Design and Construction Certificate (VDCC)

Semester 1		**Lec**	**Lab**	**Credits**
CET 115	Architectural Drafting and Computer Aided Design	2	4	4
MAT 124	Applied Algebra and Geometry	3	2	4
CET 106	Plan Reading for Construction Management	2	2	3
Semester 2				
CET 120	Advanced Computer Aided Design: Revit Architecture	3	3	4
CET 141	Building Construction Methods 1: Materials and Codes	2	3	3
MAT 125	Algebra and Trigonometry	3	2	4
Semester 3				
CET 245	Building Information Models for Construction	1	3	2
CET 253	Virtual Design and Construction Layout	2	3	3
Total Credits:		**18**	**22**	**27**

Civil Engineering Technologies (CETCO)

- Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering technology level problems appropriate to the discipline.
- Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
- Apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- Conduct standard tests and measurements, and analyze, interpret, and report the results.
- Function effectively as a member of a technical team.
- For the Construction Management Major: Meet Student Learning Outcomes 1-13 as defined by the American Council for Construction Education (ACCE) in Section 3.1.5 (rev 9-20-2020).

Computer Programming and Database Management

The work done by graduates of the Computer Programming and Database Management programs 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.

All of the Computer Programming and Database Management associate's 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 Programming and Database Management department offers three majors, each leading to an Associate of Applied Science degree. The department also offers a certificate program.

- The (p. 134)**Computer Information Systems Major (CINS) (p. 134)** focuses on the design, development, implementation, and maintenance of software used in a variety of industries. Students gain knowledge of computer operating systems and software development using several programming languages. Students also gain knowledge of core practices in business and/or health care, depending on their focus.
- The **Computer Software Development Major (CSD)** is an online program that 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.
- The **Software Engineering Technology Major (SET)** provides extensive training in computer programming. Students also gain knowledge of core math and science concepts and skills, and select a technical concentration to enhance their technical skills.
- The **Computer Software Development Certificate (CSDC) (p. 137)** 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 Engineering and Information Technologies Division at (513) 569-1743.

Computer Information Systems Major (CINS)

Computer Programming and Database Management - Computer Information Systems Major (CINS)

The Computer Programming and Database Management - Computer Information Systems Major (CINS) focuses on the design, development, implementation, and maintenance of software used in a variety of industries.

Students gain knowledge of computer operating systems and software development using several programming languages. Students also gain knowledge of core practices in business and/or health care, depending on their focus.

Graduates earn an Associate of Applied Science degree and are prepared to enter the workforce as skilled computer programmers and systems integrators. Graduates may continue their education in a bachelor's degree program in computer science, information systems, business informatics, or business administration.

Although some required courses are available through evening and/or online classes, most of the required courses for the Computer Information Systems Major are scheduled on Monday through Friday between 8 a.m. and 5 p.m.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Computer Programming and Database Management - Computer Information Systems Major (CINS)

Semester 1		**Lec**	**Lab**	**Credits**
FYE 1XX First Year Experience Elective (**B**)		1	0	1
ENG 101	English Composition 1 (**G**)	3	0	3
XXX XXX Mathematics Elective (**G**)		3	0	3
IT 100	Computer Programming Foundations (**T**)	2	3	3
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
Semester 2				
IT 101	Programming 1 (**T**)	2	3	3
IT 111	Database Design and SQL 1 (**B**)	2	3	3
XXX XXX Computer Information Systems Elective 1 (**B**)		3	0	3
CPDM 210	System Analysis and Design (**T**)	2	3	3
Semester 3				
IT 102	Programming 2 (**T**)	2	3	3
CPDM 120	Fundamentals of Object-Oriented Programming using Python (**T**)	2	3	3
XXX XXX Computer Information Systems Elective 2 (**B**)		3	0	3
XXX XXX Computer Information Systems Elective 3 (**B**)		3	0	3
ECO 1XX Economics Elective (**G**)		3	0	3
Semester 4				
CPDM XXX Experiential Learning Elective 1 (**T**)		1	40	2
XXX XXX Technical Concentration Elective 1 (**T**)		2	3	3
XXX XXX Technical Track Elective 1 (**T**)		2	3	3
Semester 5				
XXX XXX Computer Information Systems Elective 4 (**B**)		3	0	3
XXX XXX Technical Concentration Elective 2 (**T**)		2	3	3
XXX XXX Technical Track Elective 2 (**T**)		2	3	3
ENG 10X English Composition Elective (**G**)		3	0	3
Semester 6				
CPDM XXX Experiential Learning Elective 2 (**T**)		1	40	2
CPDM 290	Computer Programming and Database Management Capstone (**T**)	2	3	3
Total Credits:		**52**	**113**	**65**

Electives

First Year Experience Elective

FYE 100	Essentials for College Success	1

FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Elective		
MAT 124	Applied Algebra and Geometry	4
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
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 Elective		
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
Economics Elective		
ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
Experiential Learning Electives (Choose courses from 1 experiential learning group)		
Cooperative Education Experiential Learning		
CPDM 190	Cooperative Education Preparation: Computer Programming and Database Management	1
CPDM 291	Full-Time Cooperative Education 1: Computer Programming and Database Management	2
CPDM 292	Full-Time Cooperative Education 2: Computer Programming and Database Management	2
Project-Based Experiential Learning		
CPDM 296	Project-Based Learning 1	2
CPDM 297	Project-Based Learning 2	2
Computer Information Systems Electives (Choose 4 courses)		
ACC 101	Financial Accounting	3
ACC 102	Managerial Accounting	3
FIN 150	Business Finance	3
MGT 101	Principles of Management	3
LAW 101	Business Law	3
HIT 100	Language and Culture of Healthcare	3
HIT 105	Information Technology Systems in Healthcare	3
HIT 210	Healthcare Reimbursement	3
MCH 104	Comprehensive Medical Terminology	3
Technical Concentration Electives (Choose courses from 1 concentration)		
C Programmer Concentration		
SET 151	C Programming 1 (**T**)	3
SET 252	C Programming 2 (**T**)	3
Java Programmer Concentration		
IT 161	Java Programming 1 (**T**)	3
IT 262	Java Programming 2 (**T**)	3
Web Programmer Concentration		
IT 117	Web Application Development 1 (**T**)	3
IT 218	Web Application Development 2 (**T**)	3

Technical Track Electives (Choose courses from 1 track that was not the chosen technical concentration)		
C Programming Track 1		
SET 151	C Programming 1 (**T**)	3
SET 252	C Programming 2 (**T**)	3
Java Programming Track		
IT 161	Java Programming 1 (**T**)	3
IT 262	Java Programming 2 (**T**)	3
Web Programming Track		
IT 117	Web Application Development 1 (**T**)	3
IT 218	Web Application Development 2 (**T**)	3
IBMi Powersystem Track		
CPDM 211	Business Application Development 1: RPGLE/DB2 (**T**)	4
CPDM 212	Business Application Development 2: RPGLE/DB2 (**T**)	4
Mobile Application Track		
CPDM 230	Mobile Application Development (**T**)	4
CPDM 240	Emerging Technologies: Web and Mobile Applications (**T**)	4
Computer Networking Track		
NETC 121	Network Communications 1 (**T**)	3
NETC 122	Network Communications 2 (**T**)	3
Database Analytics Track		
IT 112	Database Design and Management (**T**)	3
IT 212	Business Intelligence, Data Warehousing, and Reporting (**T**)	3
Game Development Track		
CPDM 250	Game Design and Society (**T**)	3
CPDM 255	Web Game Development (**T**)	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

Computer Programming and Database Management (CINS, CSD, SET)

- Students will collect, disseminate, analyze, and apply the requirements for a specific software development project.
- Students will write, test, and maintain software applications utilizing current and relevant programming languages.

- Students will design and implement a normalized relational database(s) to meet the needs of the software development project.
- Students will effectively utilize databases and database management systems to organize, store, and retrieve data for use in application software.
- Students will create application software that is intuitive for use by a wide range of users.
- Students will effectively articulate their ideas, recommendations, and solutions.
- Students will lead and/or participate effectively in teams.
- Students will demonstrate their ability to utilize appropriate resources to broaden their knowledge and apply the industry's latest development tools, techniques, and standards.

Computer Software Development Major and Computer Software Development Certificate (CSD & CSDC)

Computer Programming and Database Management - Computer Software Development Major (CSD)

The Computer Programming and Database Management - Computer Software Development Major (CSD) is an online degree focused on the design, development, implementation, and maintenance of software used in a variety of industries. Students gain knowledge of computer operating systems and software development using several programming languages.

Graduates earn an Associate of Applied Science degree and are prepared to enter the workforce as skilled computer programmers and systems integrators. Graduates may continue their education in a bachelor's degree program in computer science, information systems, business informatics, or business administration.

The Computer Software Development Major is primarily offered as an online degree for students who seek that instructional method. Some of the required courses can be taken through in-person classes.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Computer Software Development Certificate (CSDC)

The Computer Software Development Certificate assists individuals seeking computer skills needed in a variety of industries, focusing on current software development languages, object-oriented programming concepts, and database theory.

The certificate is intended for experienced programmers looking to update or enhance their skills, or for individuals preparing to enter the information technology field who already have a bachelor's degree in another discipline.

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

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Computer Programming and Database Management - Computer Software Development Major (CSD)

Semester 1		**Lec**	**Lab**	**Credits**
FYE 100	Essentials for College Success (**B**)	1	0	1
ENG 101	English Composition 1 (**G**)	3	0	3
IT 100	Computer Programming Foundations (**B**)	2	3	3
PHI 110	Ethics (**G**)	3	0	3
MAT XXX	Mathematics Elective (**G**)	2	2	3
Semester 2				
IT 101	Programming 1 (**B**)	2	3	3
IT 111	Database Design and SQL 1 (**B**)	2	3	3
ENG 10X	English Composition Elective (**G**)	3	0	3
CPDM 210	System Analysis and Design (**T**)	2	3	3
Semester 3				
IT 102	Programming 2 (**B**)	2	3	3
CPDM 120	Fundamentals of Object-Oriented Programming using Python (**T**)	2	3	3
XXX XXX	Technical Track Elective 1 (**T**)	2	3	3
ECO 1XX	Economics Elective (**G**)	3	0	3
Semester 4				
IT 161	Java Programming 1 (**T**)	2	3	3
SET 151	C Programming 1 (**T**)	2	3	3
IT 117	Web Application Development 1 (**T**)	2	3	3
XXX XXX	Technical Track Elective 2 (**T**)	1	40	2

Semester 5				
CPDM 290	Computer Programming and Database Management Capstone (**T**)	2	3	3
SET 252	C Programming 2 (**T**)	2	3	3
IT 262	Java Programming 2 (**T**)	2	3	3
IT 218	Web Application Development 2 (**T**)	2	3	3
Total Credits:		**44**	**84**	**60**

Electives

Mathematics Elective		
MAT 124	Applied Algebra and Geometry	4
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
Technical Track Electives (Choose courses from 1 track)		
Database Analytics Track		
IT 112	Database Design and Management	3
IT 212	Business Intelligence, Data Warehousing, and Reporting	3
Experiential Learning Track (Choose courses from 1 experiential learning group)		
Cooperative Education Experiential Learning		
CPDM 190	Cooperative Education Preparation: Computer Programming and Database Management	1
CPDM 291	Full-Time Cooperative Education 1: Computer Programming and Database Management	2
CPDM 292	Full-Time Cooperative Education 2: Computer Programming and Database Management	2
Project-Based Experiential Learning		
CPDM 190	Cooperative Education Preparation: Computer Programming and Database Management	1
CPDM 296	Project-Based Learning 1	2
CPDM 297	Project-Based Learning 2	2

* Not available online

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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

Computer Software Development Certificate (CSDC)

Semester 1		**Lec**	**Lab**	**Credits**
IT 101	Programming 1	2	3	3
IT 111	Database Design and SQL 1	2	3	3
Semester 2				
IT 102	Programming 2	2	3	3
CPDM 120	Fundamentals of Object-Oriented Programming using Python	2	3	3
Semester 3				
XXX XXX Technical Elective 1		2	2	3
XXX XXX Technical Elective 2		2	2	3
Total Credits:		**12**	**16**	**18**

Electives

Technical Electives (select 2 courses)		
IT 161	Java Programming 1	3
SET 151	C Programming 1	3
IT 117	Web Application Development 1	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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Computer Programming and Database Management (CINS, CSD, SET)

- Students will collect, disseminate, analyze, and apply the requirements for a specific software development project.
- Students will write, test, and maintain software applications utilizing current and relevant programming languages.
- Students will design and implement a normalized relational database(s) to meet the needs of the software development project.

- Students will effectively utilize databases and database management systems to organize, store, and retrieve data for use in application software.
- Students will create application software that is intuitive for use by a wide range of users.
- Students will effectively articulate their ideas, recommendations, and solutions.
- Students will lead and/or participate effectively in teams.
- Students will demonstrate their ability to utilize appropriate resources to broaden their knowledge and apply the industry's latest development tools, techniques, and standards.

Software Engineering Technology Major (SET)

Computer Programming and Database Management - Software Engineering Technology Major (SET)

The Computer Programming and Database Management - Software Engineering Technology Major (SET) focuses on the design, development, implementation, and maintenance of software used in a variety of industries.

Students gain knowledge of computer operating systems and software development using several programming languages, and select a technical concentration to enhance their technical skills. Students also gain knowledge of core math and science concepts and skills.

Graduates earn an Associate of Applied Science degree and are prepared to enter the workforce as skilled computer programmers and systems integrators. Graduates may continue their education in a bachelor's degree program in engineering, engineering technology, mathematics, or computer science.

Although some required courses are available through evening and/or online classes, most of the required courses for the Software Engineering Technology Major are scheduled on Monday through Friday between 8 a.m. and 5 p.m.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Computer Programming and Database Management - Software Engineering Technology Major (SET)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
ENG 101	English Composition 1 (**G**)	3	0	3
MAT XXX Mathematics Elective (**G**)		3	0	3
IT 100	Computer Programming Foundations (**B**)	2	3	3
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
Semester 2				
IT 101	Programming 1 (**B**)	2	3	3
IT 111	Database Design and SQL 1 (**B**)	2	3	3
XXX XXX Software Engineering Technology Elective 1 (**B**)		3	3	4
CPDM 210	System Analysis and Design (**T**)	2	3	3
Semester 3				
IT 102	Programming 2 (**T**)	2	3	3
CPDM 120	Fundamentals of Object-Oriented Programming using Python (**T**)	2	3	3
XXX XXX Software Engineering Technology Elective 2 (**B**)		3	3	4
ECO 1XX Economics Elective (**G**)		3	0	3
Semester 4				
XXX XXX Experiential Learning Elective 1 (**T**)		1	40	2
XXX XXX Technical Concentration Elective 1 (**T**)		2	3	3
XXX XXX Technical Track Elective 1 (**T**)		2	3	3
Semester 5				
XXX XXX Software Engineering Technology Elective 3 (**B**)		3	3	4
XXX XXX Technical Concentration Elective 2 (**T**)		2	3	3
XXX XXX Technical Track Elective 2 (**T**)		2	3	3

ENG 10X	English Composition Elective (**G**)	3	0	3
Semester 6				
XXX XXX	Experiential Learning Elective 2 (**T**)	1	40	2
CPDM 290	Computer Programming and Database Management Capstone (**T**)	2	3	3
Total Credits:		**49**	**122**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Elective		
MAT 124	Applied Algebra and Geometry	4
MAT 125	Algebra and Trigonometry	4
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
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 Elective		
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
Economics Elective		
ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
Experiential Learning Electives (Choose courses from 1 experiential learning group)		
Cooperative Education Experiential Learning		
CPDM 190	Cooperative Education Preparation: Computer Programming and Database Management	1
CPDM 291	Full-Time Cooperative Education 1: Computer Programming and Database Management	2
CPDM 292	Full-Time Cooperative Education 2: Computer Programming and Database Management	2
Project-Based Experiential Learning		
CPDM 296	Project-Based Learning 1	2
CPDM 297	Project-Based Learning 2	2
Software Engineering Technology Electives (Choose 3 courses)		
BIO 131	Biology 1	5
CHE 110	Fundamentals of Chemistry	4
CHE 111	Bio-Organic Chemistry	4
MAT 126	Functions and Calculus	4
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 152	Physics 2: Algebra and Trigonometry-Based	4
Technical Concentration Electives (Choose 1 concentration)		
C Programmer Concentration		
SET 151	C Programming 1 (**T**)	3
SET 252	C Programming 2 (**T**)	3
Java Programmer Concentration		
IT 161	Java Programming 1 (**T**)	3
IT 262	Java Programming 2 (**T**)	3
Web Programmer Concentration		
IT 117	Web Application Development 1 (**T**)	3
IT 218	Web Application Development 2 (**T**)	3
Technical Track Electives (Choose 1 track)		
C Programming Track		
SET 151	C Programming 1 (**T**)	3
SET 252	C Programming 2 (**T**)	3
Java Programming Track		
IT 161	Java Programming 1 (**T**)	3
IT 262	Java Programming 2 (**T**)	3
Web Programming Track		
IT 117	Web Application Development 1 (**T**)	3
IT 218	Web Application Development 2 (**T**)	3
IBMi Powersystem Track		
CPDM 211	Business Application Development 1: RPGLE/DB2 (**T**)	4
CPDM 212	Business Application Development 2: RPGLE/DB2 (**T**)	4
Mobile Application Track		
CPDM 230	Mobile Application Development (**T**)	4
CPDM 240	Emerging Technologies: Web and Mobile Applications (**T**)	4
Computer Networking Track		
NETC 121	Network Communications 1 (**T**)	3
NETC 122	Network Communications 2 (**T**)	3
Database Analytics Track		
IT 112	Database Design and Management (**T**)	3
IT 212	Business Intelligence, Data Warehousing, and Reporting (**T**)	3
Game Development Track		
CPDM 250	Game Design and Society (**T**)	3
CPDM 255	Web Game Development (**T**)	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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

Computer Programming and Database Management (CIS, CSD, SET)

- Students will collect, disseminate, analyze, and apply the requirements for a specific software development project.
- Students will write, test, and maintain software applications utilizing current and relevant programming languages.
- Students will design and implement a normalized relational database(s) to meet the needs of the software development project.
- Students will effectively utilize databases and database management systems to organize, store, and retrieve data for use in application software.
- Students will create application software that is intuitive for use by a wide range of users.
- Students will effectively articulate their ideas, recommendations, and solutions.
- Students will lead and/or participate effectively in teams.
- Students will demonstrate their ability to utilize appropriate resources to broaden their knowledge and apply the industry's latest development tools, techniques, and standards.

Electrical Engineering Technologies

The Electrical Engineering Technologies associate's degree 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 lead to an Associate of Applied Science degree, and prepare graduates to successfully pursue a bachelor's degree and to enter the workforce and advance professionally.

For more information, please contact the Engineering and Information Technologies Division 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 and 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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electrical Engineering Technology - Biomedical Equipment Major (BMT)

Semester 1		Lec	Lab	Credits
EET 100	Introduction to Electrical Engineering Technology (**B**)	1	2	2
ENG 101	English Composition 1 (**G**)	3	0	3
CIT 190	Career Preparation: Engineering and Information Technologies (**B**)	1	0	1
MAT XXX Mathematics Elective 1 (**B**)		3	2	4
FYE 1XX First Year Experience Elective (**B**)		1	0	1
Semester 2				
BMT 161	Biomedical Instrumentation 1 (**T**)	3	3	4
EET 131	Circuit Analysis 1 (**T**)	3	2	4
MAT XXX Mathematics Elective 2 (**G**)		3	2	4
Semester 3				
EET 132	Circuit Analysis 2 (**T**)	3	2	4

ENG 10X English Composition Elective (**G**)		3	0	3
EET 291	Full-Time Cooperative Education 1: Electronics Engineering Technology (**B**)	1	40	2
Semester 4				
ESET 251	Electronics (**T**)	3	3	4
PHY XXX Physics Elective (**G**)		2	3	3
EET 121	Digital Systems 1 (**T**)	2	3	3
NETC 121	Network Communications 1 (**B**)	3	2	4
Semester 5				
BMT 262	Biomedical Instrumentation 2 (**T**)	3	3	4
NETC 122	Network Communications 2 (**T**)	2	2	3
ECO 1XX Economics Elective (**G**)		3	0	3
EMET XXX Electro-Mechanical Engineering Technology Elective (**T**)		2	3	3
Semester 6				
BIO 117	Human Body in Health and Disease (**B**)	3	0	3
EET 292	Full-Time Cooperative Education 2: Electronics Engineering Technology (**T**)	1	40	2
Total Credits:		**49**	**112**	**64**

Electives

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	
First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4
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 110	Health Physics	3
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
Electro-Mechanical Engineering Technology Elective		**3**
EMET 141	Programmable Logic Controllers	3
EMET 180	Process Instrumentation	3
EMET 245	Laser 1	3
EMET 252	Motors, Motor Controls, and Variable Drives	3
EMET 270	Robotics and Servomechanisms	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

Electrical Engineering Technology - Biomedical Equipment Major (BMT)

- An ability to select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies.
- An ability to function effectively as a member or leader on a technical team.
- An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An ability to conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes.
- A commitment to quality, timeliness, and continuous improvement.
- An ability to apply project management techniques to electrical/electronic(s) systems development.
- An ability to proficiently apply circuit analysis and design, computer programming, associated software, analog and digital electronics, microcontroller technology, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems.
- An ability to integrate and synthesize technical information to resolve discrepancies requiring electrical or electronic knowledge.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electrical Engineering Technology - Electronics Systems Major (ESET)

Semester 1		**Lec**	**Lab**	**Credits**
EET 100	Introduction to Electrical Engineering Technology (**B**)	1	2	2
ENG 101	English Composition 1 (**G**)	3	0	3
FYE 1XX	First Year Experience (**B**)	1	0	1
IT IXX	Programming Elective (**B**)	2	3	3
MAT XXX	Mathematics Elective 1 (**G**)	3	2	4
Semester 2				
EET 131	Circuit Analysis 1 (**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
ENG 10X	English Composition Elective (**G**)	3	0	3
Semester 3				
EET 132	Circuit Analysis 2 (**T**)	3	2	4
EET 291	Full-Time Cooperative Education 1: Electronics Engineering Technology (**B**)	1	40	2
Semester 4				
ESET 251	Electronics (**T**)	3	3	4
EET 121	Digital Systems 1 (**T**)	2	3	3
ECO 1XX	Economics Elective (**G**)	3	0	3
XXX XXX	Engineering Elective (**T**)	2	3	3
Semester 5				
EET 122	Digital Systems 2 (**T**)	2	3	3
ESET 220	Microprocessors and Microcontrollers (**T**)	2	3	3
NETC 121	Network Communications 1 (**B**)	3	2	4
PHY XXX	Physics Elective (**G**)	3	2	4
Semester 6				
ESET 290	Electronic Systems Engineering Technology Capstone Project (**T**)	2	4	4
EET 292	Full-Time Cooperative Education 2: Electronics Engineering Technology (**T**)	1	40	2
Total Credits:		**47**	**116**	**64**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Programming Elective		
IT 100	Computer Programming Foundations	3
IT 101	Programming 1	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	
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
Engineering Elective		
EMET 110	Computer Aided Design for Electro-Mechanical Systems	3

EMET 150	Introduction to Controls and Robotics	2
PSET 140	Power Systems Foundations	3
EMET 141	Programmable Logic Controllers	3
EMET 180	Process Instrumentation	3
EMET 245	Laser 1	3
EMET 252	Motors, Motor Controls, and Variable Drives	3
EMET 270	Robotics and Servomechanisms	3
Physics Elective		
PHY 151	Physics 1: Algebra and Trigonometry-Based	4
PHY 201	Physics 1: Calculus-Based	5

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Electrical Engineering Technology - Electronics Systems Major (ESET)

- An ability to select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies.
- An ability to function effectively as a member or leader on a technical team.
- An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An ability to conduct standard tests and measurements; to conduct, analyze and interpret experiments; and to apply experimental results to improve processes.
- A commitment to quality, timeliness, and continuous improvement.
- An ability to apply project management techniques to electrical/electronic(s) systems development.
- An ability to proficiently apply circuit analysis and design, computer programming, associated software, analog and digital electronics, microcontroller technology, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems.
- An ability to integrate and synthesize technical information to resolve discrepancies requiring electrical or electronic knowledge.

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 program Electrical Engineering Technology - Power Systems 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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electrical Engineering Technology - Power Systems Major (PSET)

Semester 1		**Lec**	**Lab**	**Credits**
EET 100	Introduction to Electrical Engineering Technology (**B**)	1	2	2
EMET 110	Computer Aided Design for Electro-Mechanical Systems (**B**)	2	3	3
ENG 101	English Composition 1 (**G**)	3	0	3
MAT XXX Mathematics Elective 1 (**B**)		3	2	4
FYE 10X First Year Experience Elective (**B**)		1	0	1
Semester 2				
EET 131	Circuit Analysis 1 (**T**)	3	2	4
CIT 190	Career Preparation: Engineering and Information Technologies (**B**)	1	0	1
MAT XXX Mathematics Elective 2 (**G**)		3	2	4
ENG 10X English Composition Elective (**G**)		3	0	3

Semester 3				
EET 132	Circuit Analysis 2 (**T**)	3	2	4
EET 291	Full-Time Cooperative Education 1: Electronics Engineering Technology (**T**)	1	40	2
EMET 141	Programmable Logic Controllers (**T**)	2	3	3
Semester 4				
EET 121	Digital Systems 1 (**T**)	2	2	3
PSET 140	Power Systems Foundations (**T**)	2	2	3
ECO 1XX Economics Elective (**G**)		3	0	3
EMET 252	Motors, Motor Controls, and Variable Drives (**T**)	2	3	3
Semester 5				
PSET 275	Protective Relays and Controls (**T**)	2	3	3
PHY XXX Physics Elective (**G**)		3	2	4
PSET 225	Industrial and Commercial Power Design (**T**)	3	3	4
NETC 121	Network Communications 1 (**B**)	3	2	4
Semester 6				
EET 292	Full-Time Cooperative Education 2: Electronics Engineering Technology (**T**)	1	40	2
PSET 290	Power Systems Capstone (**T**)	1	2	2
Total Credits:		**48**	**115**	**65**

Electives

Mathematics Electives		**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	
First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

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B = Basic Skills course in this curriculum

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Electrical Engineering Technology - Power Systems Major (PSET)

- An ability to select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies.
- An ability to function effectively as a member or leader on a technical team.
- An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
- An ability to conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes.
- A commitment to quality, timeliness, and continuous improvement.
- An ability to apply project management techniques to electrical/electronic(s) systems development.
- An ability to proficiently apply circuit analysis and design, computer programming, associated software, analog and digital electronics, microcontroller technology, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems.
- An ability to integrate and synthesize technical information to resolve discrepancies requiring electrical or electronic knowledge.

Electro-Mechanical Engineering Technologies

Electro-Mechanical Engineering Technologies programs prepare graduates, through study of electronics and technical systems, to work in an industrial setting where automation, robotics, controls, and systems integration are used.

Electro-Mechanical Engineering Technologies include three associate's degree programs and two certificates:

- **Electro-Mechanical Engineering Technology - Industrial Automation (EMET)**
- **Electro-Mechanical Engineering Technology - Building Automation Systems Major (EMETB)**
- **Electro-Mechanical Engineering Technology - Laser Major (EMETL)**
- **Building Automation Systems Certificate (BASC)**
- **Laser Certificate (EMETLC)**

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 Engineering and Information Technologies Division at (513) 569-1743.

Electro-Mechanical Engineering Technology - Industrial Automation (EMET)

Electro-Mechanical Engineering Technology - Industrial Automation (EMET)

The Electro-Mechanical Engineering Technology - Industrial Automation 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, robotics, programmable logic controls (PLC), and motor controls.

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.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electro-Mechanical Engineering Technology - Industrial Automation (EMET)

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
MAT XXX	Mathematics Elective 1 (**G**)	3	2	4
EMET 110	Computer Aided Design for Electro-Mechanical Systems (**B**)	2	3	3
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
Semester 2				
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
MAT XXX	Mathematics Elective 2 (**B**)	3	2	4
EMET 141	Programmable Logic Controllers (**B**)	2	3	3
Semester 3				
XXX XXX	Cooperative Education or Transfer Elective 1 (**T**)	1	40	2
MET 111	Manufacturing Processes 1 (**B**)	2	3	3
Semester 4				
EMET 245	Laser 1 (**T**)	2	3	3
EMET 252	Motors, Motor Controls, and Variable Drives (**T**)	2	3	3
PHY XXX	Physics Elective (**G**)	3	3	4
ENG 10X	English Composition Elective (**G**)	3	0	3
Semester 5				
EMET 270	Robotics and Servomechanisms (**T**)	2	3	3
MET 150	Statics and Strength of Materials for MET (**T**)	2	3	3
MET 240	Hydraulics and Pneumatics (**T**)	2	3	3
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective (**G**)	3	0	3
Semester 6				

XXX XXX Cooperative Education or Transfer Elective 2 (**T**)	1	40	2
Total Credits:	**47**	**120**	**64**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Electives		**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	
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
CIT 250	Engineering Community	2

* 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

Electro-Mechanical Engineering Technologies (EMET, EMETB, EMETL)

- The student will demonstrate an appropriate mastery of circuit analysis.
- The student will demonstrate an appropriate mastery of CAD.
- The student will demonstrate an ability to identify, analyze, and creatively solve technical and design problems.
- The student will demonstrate an appropriate mastery of programmable controllers.
- The student will demonstrate an appropriate mastery of motor control systems.
- The student will demonstrate an appropriate mastery of programming robots.
- The student must complete and pass an OSHA 10 General Industry course.

Electro-Mechanical Engineering Technology - Building Automation Systems Certificate (BASC)

Electro-Mechanical Engineering Technology - Building Automation Systems Certificate (BASC)

The Electro-Mechanical Engineering Technology – Building Automation Systems Certificate prepares students to enter careers or advance professionally in positions related to current building automation controls.

Students work with control technologies that provide data-driven, technology-enabled services to help create high performance buildings offering reduced costs, better indoor environments, and smaller environmental footprints.

The Building Automation Systems Certificate is for professionals and students who are enrolled in or have graduated with an associate's degree or bachelor's degree in Electro-Mechanical, Electrical, or similarly-titled Engineering Technology programs.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electro-Mechanical Engineering Technology - Building Automation Systems Certificate (BASC)

Semester 1		Lec	Lab	Credits
EMET 210	Energy Efficiency and Audits	2	2	3
EMET 141	Programmable Logic Controllers	2	3	3
Semester 2				
EMET 241	Building Automation 1	2	3	3
EMET 242	Building Automation 2	3	3	4
EMET 252	Motors, Motor Controls, and Variable Drives	2	3	3
Total Credits:		**11**	**14**	**16**

Electro-Mechanical Engineering Technology - Building Automation Systems (EMETB)

Electro-Mechanical Engineering Technology - Building Automation Systems (EMETB)

Graduates of the program Electro-Mechanical Engineering Technology - Building Automation Systems are prepared to address the needs of several related and growing industries focused on improving energy efficiency and reducing energy consumption in commercial and industrial applications by using building automation controls.

Students work with building automation control technologies that provide data-driven services to help create high performance buildings with reduced costs, better indoor environments, and smaller environmental footprints.

Students also complete 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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electro-Mechanical Engineering Technology— Building Automation (EMETB)

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 (**B**)	3	2	4
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
EMET 110	Computer Aided Design for Electro-Mechanical Systems (**B**)	2	3	3
MAT XXX	Mathematics Elective 1 (**G**)	3	2	4
Semester 2				
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
MAT XXX	Mathematics Elective 2 (**B**)	3	2	4
EMET 141	Programmable Logic Controllers (**T**)	2	3	3
Semester 3				
XXX XXX	Cooperative Education or Transfer Elective 1 (**T**)	1	40	2
Semester 4				
EMET 210	Energy Efficiency and Audits (**T**)	2	2	3
ENG 10X	English Composition Elective (**G**)	3	0	3
EMET 252	Motors, Motor Controls, and Variable Drives (**T**)	2	3	3
PHY XXX	Physics Elective (**G**)	3	2	4
Semester 5				
EMET 225	Solar and Renewable Energy (**T**)	2	3	3
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective (**G**)	3	0	3
EMET 241	Building Automation 1 (**T**)	2	3	3
MET XXX	Elective (**T**)	2	3	3
Semester 6				

XXX XXX Cooperative Education or Transfer Elective 2 (**T**)	1	40	2
Total Credits:	**45**	**115**	**61**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Electives		**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	
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 (select one course)		
Any ECO, GEO, HST, LBR, LIT, PHI		3
MET Elective		
MET 111	Manufacturing Processes 1	3
MET 150	Statics and Strength of Materials for MET	3
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
CIT 250	Engineering Community	2

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Electro-Mechanical Engineering Technologies (EMET, EMETB, EMETL)

- The student will demonstrate an appropriate mastery of circuit analysis.
- The student will demonstrate an appropriate mastery of CAD.
- The student will demonstrate an ability to identify, analyze, and creatively solve technical and design problems.
- The student will demonstrate an appropriate mastery of programmable controllers.
- The student will demonstrate an appropriate mastery of motor control systems.
- The student will demonstrate an appropriate mastery of programming robots.
- The student must complete and pass an OSHA 10 General Industry course.

Electro-Mechanical Engineering Technology - Laser Major and Laser Certificate (EMETL, EMETLC)

Electro-Mechanical Engineering Technology—Laser Major (EMETL)

Graduates of 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.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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).

The Laser Certificate is for professionals and students enrolled in or who have graduated from an associate's degree or bachelor's degree program in Electro-Mechanical, Electrical, or similarly-titled Engineering Technology programs.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electro-Mechanical Engineering Technology—Laser Major (EMETL)

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
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
EMET 110	Computer Aided Design for Electro-Mechanical Systems (**B**)	2	3	3
MAT XXX	Mathematics Elective 1 (**G**)	3	2	4
Semester 2				
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
MAT XXX	Mathematics Elective 2 (**B**)	3	2	4
EMET 141	Programmable Logic Controllers (**T**)	2	3	3
Semester 3				
XXX XXX	Cooperative Education or Transfer Elective 1 (**T**)	1	40	2
MET 150	Statics and Strength of Materials for MET (**B**)	2	3	3
Semester 4				
EMET 245	Laser 1 (**T**)	2	3	3
EMET 252	Motors, Motor Controls, and Variable Drives (**T**)	2	3	3
PHY XXX	Physics Elective (**G**)	3	2	4
ENG 10X	English Composition Elective (**G**)	3	0	3
Semester 5				
EMET 246	Laser 2 (**T**)	2	3	3
EMET 270	Robotics and Servomechanisms (**T**)	2	3	3
XXX XXX	Arts/ Humanities or Social/ Behavioral Science Elective (**G**)	3	0	3
MET 240	Hydraulics and Pneumatics (**T**)	2	3	3
Semester 6				
XXX XXX	Cooperative Education or Transfer Elective 2 (**T**)	1	40	2
Total Credits:		**47**	**119**	**64**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Electives		**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	
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
CIT 250	Engineering Community	2

* Program Chair approval is required for students planning to take a Transfer Elective course rather than participate in cooperative education.

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

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	2	3	3
Total Credits:		**5**	**6**	**7**

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Electro-Mechanical Engineering Technologies (EMET, EMETB, EMETL)

- The student will demonstrate an appropriate mastery of circuit analysis.
- The student will demonstrate an appropriate mastery of CAD.
- The student will demonstrate an ability to identify, analyze, and creatively solve technical and design problems.
- The student will demonstrate an appropriate mastery of programmable controllers.
- The student will demonstrate an appropriate mastery of motor control systems.
- The student will demonstrate an appropriate mastery of programming robots.
- The student must complete and pass an OSHA 10 General Industry course.

Engineering Technology Transfer Certificate (ETTC)

Engineering Technology Transfer Certificate (ETTC)

The Engineering Technology Transfer Certificate is designed for students who plan to transfer to a bachelor's degree program in an engineering technology field.

Students seeking this certificate must also be enrolled in (or previously completed) an Associate of Applied Science (AAS) degree in an engineering technology field such as Civil Engineering Technology, Electrical Engineering Technology, Electro-Mechanical Engineering Technology, Environmental Engineering Technology, or Mechanical Engineering Technology.

The coursework included in the certificate supplements coursework required for the AAS degree and provides an additional year of transferable credit toward the bachelor's degree program of choice.

Students complete the Ohio Transfer 36 as part of the Engineering Technology Transfer Certificate.

Certificate-seeking students work closely with their academic advisor to ensure that courses selected align with the requirements of the institution where the student plans to earn a bachelor's degree.

This certificate is not eligible for financial aid.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Engineering Technology Transfer Certificate (ETTC)

Semester 1		Lec	Lab	Credits
MAT 251	Calculus 1	5	0	5
IT 101	Programming 1	2	3	3

ENG 104	English Composition 2: Technical Communication	3	0	3
XXX XXX Technical Elective 1		2	3	3
Semester 2				
MAT 252	Calculus 2	5	0	5
XXX XXX Social/ Behavioral Science Transfer Elective 1		3	0	3
XXX XXX Technical Elective 2		2	3	3
XXX XXX Arts/ Humanities Transfer Elective 1		3	0	3
Semester 3				
PHY 152	Physics 2: Algebra and Trigonometry-Based	3	3	4
XXX XXX Social/ Behavioral Science Transfer Elective 2		3	0	3
XXX XXX Arts/ Humanities Transfer Elective 2		3	0	3
Semester 4				
COMM 110	Public Speaking	3	0	3
CHE 121	General Chemistry 1	4	0	4
CHE 131	General Chemistry 1 Lab	0	3	1
XXX XXX Technical Elective 3		3	0	3
Total Credits:		**44**	**15**	**49**

Electives

Arts/Humanities Electives (select 2 courses)		
Any Ohio Transfer 36 courses from ART, MUS, THE or COMM 130		
Social /Behavioral Science Electives (select 2 courses)		
Any Ohio Transfer 36 courses from SOC, PSY, HST, LBR, ECO		
Technical Electives *		
CIT 130	Engineering Programming with MATLAB	3
EET 121	Digital Systems 1	3
EET 131	Circuit Analysis 1	4
EET 132	Circuit Analysis 2	4
EMET 180	Process Instrumentation	3
EMET 245	Laser 1	3
ESET 251	Electronics	4
EMET 270	Robotics and Servomechanisms	3
EMET 275	Electric Drive Mechanisms	3
ESET 220	Microprocessors and Microcontrollers	3
EVS 120	Environmental Geology	4
IT 102	Programming 2	3
IT 161	Java Programming 1	3
MET 131	MET Computer Aided Drafting 1	3
MET 140	Engineering Materials	3
NETC 121	Network Communications 1	3
NETC 122	Network Communications 2	3
PSET 140	Power Systems Foundations	3

* Student should meet with an advisor before choosing electives

Land Surveying

Land surveyors have diverse responsibilities that may take place out in the field or inside an engineering firm's office.

The Land Surveying Department at Cincinnati State offers a Bachelor of Applied Science degree, an associate's degree, and two certificate programs.

The **Surveying and Mapping (SAM) (p. 156)** associate's degree 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.

Students who complete the Surveying and Mapping associate's degree may continue in Cincinnati State's **Bachelor of Applied Science in Land Surveying (LS.BAS)**. This program prepares graduates for work as professional surveyors who may establish their own company or work for a larger firm.

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 or the University of Cincinnati.
- 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 Ohio, Kentucky, or Indiana.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

Advanced Surveying Certificate & Land Surveying Certificate (ASC & LSC)

Advanced Surveying Certificate (ASC)

The Advanced Surveying Certificate at Cincinnati State, offered in cooperation with Northern Kentucky University, is for graduates of Cincinnati State's Surveying and Mapping (formerly Land Surveying Technology) associate's degree 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 Surveying and Mapping (Land Surveying Technician) program prior to acceptance into the certificate program.

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

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Land Surveying Certificate (LSC)

The Land Surveying Certificate is for students enrolled in or who have graduated from a bachelor's degree civil engineering program 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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Advanced Surveying Certificate (ASC)

Program Prerequisites: Graduate from the Cincinnati State Land Survey Technology associate's degree, 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
SUR 300	Advanced Surveying Calculations and Statistics	4	0	4
SUR 420	Photogrammetry and Remote Sensing	2	3	3
Semester 2				
SUR 310	Surveying Laws and Ethics	4	0	4
SUR 305	Geospatial Surveying	4	0	4
XXX XXX Science Elective [1]		1	5	3
Total Credits:		**15**	**8**	**18**

Electives

Science Elective [1]		
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	Stars and Galaxies	4

[1] 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 Civil Engineering bachelor's degree program.

This program meets the Board of Registration for Professional Engineering and Surveyors education requirements to be eligible for the registration exam for professional surveyors in Ohio, Kentucky, or Indiana.

Semester 1		Lec	Lab	Credits
SUR 201	Elements of Boundary Surveying 1	3	2	4
SUR 200	Route Location and Design	3	2	4
Semester 2				
SUR 202	Elements of Boundary Surveying 2	3	3	4
SUR 130	Surveying History	4	0	4
Semester 3				
XXX XXX Technical Elective 1		3	0	3

XXX XXX Technical Elective 2		3	0	3
SUR 230	Control Surveying	3	3	4
SUR 310	Surveying Laws and Ethics	4	0	4
Semester 4				
SUR 30X 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

Students seeking registration in Ohio or Kentucky choose technical electives in consultation with the Program Chair

Surveying Elective

SUR 300	Advanced Surveying Calculations and Statistics	4
SUR 305	Geospatial Surveying	4

Land Surveying Bachelor's Degreee (LS.BAS)

Land Surveying Bachelor's Degree (LS.BAS)

The Bachelor of Applied Science degree in Land Surveying prepares students for work as professional surveyors, and meets the educational requirements for surveyors in Ohio, Indiana, and Kentucky.

Graduates also are prepared to take NCEES exams (National Council of Examiners for Engineering and Surveying) that are required to obtain professional licensure in land surveying in Ohio, Indiana, and Kentucky.

Bachelor's degree coursework includes fundamental principles of civil engineering, construction, and site design, as well as skills required to operate state-of-the-art surveying equipment and computer software.

In addition, students gain knowledge of boundary resolution, subdivision design, geographic information systems (GIS), and global positioning systems (GPS).

Students participate in experiential learning through cooperative education in each year of the bachelor's degree program.

A surveyor enjoys diverse job responsibilities. Many surveyors work outside for surveying firms collecting data, establishing control points, and determining boundary locations. Others work inside at a surveying firm, a civil engineering office, or in an architecture firm, helping with site design activities and developing plans while using the field data.

Surveyors may work on their own or with firms specializing in construction, architecture, or engineering. Surveyors also work in private industry or work for the public with responsibilities including planning and zoning, transportation, land development, forensics, boundary control, geomatics, or law.

Graduates of the bachelor's degree program have the knowledge and skills needed to establish their own company or work for a larger firm as a land surveying technician, professional land surveyor, or survey director.

The Bachelor of Applied Science degree program in Land Surveying is accredited by the Applied and Natural Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). Website: www.abet.org (https://www.abet.org/).

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Land Surveying (LS)

First Year

Semester 1		**Lec**	**Lab**	**Credits**
FYE 1XX First Year Experience Elective		1	0	1
MAT 151	College Algebra	4	0	4
SUR 100	Introduction to Land Surveying	2	2	3
CET 115	Architectural Drafting and Computer Aided Design	2	4	4
SUR 105	Surveying Fundamentals	2	3	3
Semester 2				
MAT 152	Trigonometry	4	0	4
SUR 120	Computer Aided Design, Civil 3D, and Surveying Software	2	4	4
SUR 110	Surveying for Construction Layout	2	3	3
SUR 130	Surveying History	4	0	4
Semester 3				
ENG 101	English Composition 1	3	0	3
SUR X9X Cooperative Education Elective 1		1	40	2
Second Year				
Semester 1				
PHY 151	Physics 1: Algebra and Trigonometry-Based	3	2	4
SUR 221	Dendrology 1	2	0	2
SUR 200	Route Location and Design	3	2	4
SUR 201	Elements of Boundary Surveying 1	3	2	4
SUR 215	Land Information Modeling	2	3	3
Semester 2				

ENG 10X English Composition Elective		3	0	3
ECO 110	Principles of Macroeconomics	3	0	3
COMM 110	Public Speaking	3	0	3
SUR 222	Dendrology 2	0	2	1
SUR 202	Elements of Boundary Surveying 2	3	3	4
Semester 3				
SUR 230	Control Surveying	3	3	4
SUR X9X Cooperative Education Elective 2		1	40	2
Third Year				
Semester 1				
XXX XXX Social/ Behavioral Science Elective		3	0	3
XXX XXX Arts/ Humanities Elective 1		3	0	3
MAT XXX Mathematics Elective		2	2	3
SUR 300	Advanced Surveying Calculations and Statistics	4	0	4
Semester 2				
PHY 152	Physics 2: Algebra and Trigonometry-Based	3	2	4
XXX XXX Arts/ Humanities Elective 2		3	0	3
SUR 310	Surveying Laws and Ethics	4	0	4
SUR 305	Geospatial Surveying	4	0	4
Semester 3				
SUR X9X Cooperative Education Elective 3		1	40	2
Fourth Year				
Semester 1				
SUR 420	Photogrammetry and Remote Sensing	2	3	3
EVS 120	Environmental Geology	3	2	4
MKT 101	Principles of Marketing	3	0	3
MGT 120	Entrepreneurship	3	0	3
Semester 2				
XXX XXX Science Elective		3	2	4
SUR 465	Subdivision Design and Drainage Control	3	3	4
SUR 490	Land Surveying Capstone	1	6	3
Total Credits:		**101**	**173**	**126**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
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
Mathematics Elective		
MAT 131	Statistics 1	3
MAT 251	Calculus 1	5
Social/Behavioral Science Elective (select 1 course)		
ECO 105	Principles of Microeconomics	3
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
LBR 105	Introduction to Labor and Employee Relations	3
POL 101	Introduction to American Government	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
Arts/Humanities Electives (select 2 courses)		
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
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
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
PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3
REL 105	World Religions	3
THE 105	Theater Appreciation	3
THE 110	History of Theater	3
Science Elective		
BIO 131	Biology 1	5
CHE 121 & CHE 131	General Chemistry 1 and General Chemistry 1 Lab	5
PSC 105	Stars and Galaxies	4
Cooperative Education Electives: 1 & 2 (4 credit hours required)		
SUR 191	Part-Time Cooperative Education 1: Land Surveying	1
SUR 192	Part-Time Cooperative Education 2: Land Surveying	1
SUR 193	Part-Time Cooperative Education 3: Land Surveying	1
SUR 194	Part-Time Cooperative Education 4: Land Surveying	1
SUR 291	Full-Time Cooperative Education 1: Land Surveying	2
SUR 292	Full-Time Cooperative Education 2: Land Surveying	2
Cooperative Education Elective: 3 (2 credit hours required)		
SUR 391	Part-Time Cooperative Education 1: Land Surveying	1
SUR 392	Part-Time Cooperative Education 2: Land Surveying	1
SUR 491	Full-Time Cooperative Education 3: Land Surveying	2

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Land Surveying Bachelor's Degree (LS.BAS)

- An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline.
- An ability to formulate or design a system, process, procedure, or program to meet desired needs.
- An ability to develop and conduct experiments or test hypotheses, analyze and interpret data, and use scientific judgment to draw conclusions.
- An ability to communicate effectively with a range of audiences.
- An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts.
- An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.

Surveying and Mapping (SAM)

Surveying and Mapping (SAM)

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

Graduates of the Surveying and Mapping program are prepared to take the National Society of Professional Surveyors Certified Survey Technician (NSPS CST) Level II exam and enter the workforce as a surveying technician.

Graduates also may continue their education in Cincinnati State's Bachelor of Applied Science in Land Surveying.

The Associate of Applied Science degree program in Surveying and Mapping is accredited by the Applied and Natural Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). Website: www.abet.org (https://www.abet.org/).

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Surveying and Mapping (SAM)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
MAT 151	College Algebra (**G**)	3	2	4
SUR 100	Introduction to Land Surveying (**B**)	2	2	3
SUR 105	Surveying Fundamentals (**B**)	2	3	3
CET 115	Architectural Drafting and Computer Aided Design (**B**)	2	4	4
Semester 2				
MAT 152	Trigonometry (**B**)	4	0	4
SUR 110	Surveying for Construction Layout (**T**)	2	3	3
SUR 120	Computer Aided Design, Civil 3D, and Surveying Software (**T**)	2	4	4
SUR 130	Surveying History (**T**)	4	0	4
Semester 3				
SUR 291	Full-Time Cooperative Education 1: Land Surveying (**T**)	1	40	2
ENG 101	English Composition 1 (**G**)	3	0	3
Semester 4				
PHY 151	Physics 1: Algebra and Trigonometry-Based (**G**)	3	3	4
SUR 200	Route Location and Design (**T**)	3	2	4
SUR 201	Elements of Boundary Surveying 1 (**T**)	3	2	4
SUR 215	Land Information Modeling (**T**)	2	3	3
SUR 221	Dendrology 1 (**T**)	2	0	2
Semester 5				
ENG 10X English Composition Elective (**G**)		3	0	3
ECO 110	Principles of Macroeconomics (**G**)	3	0	3
COMM 110	Public Speaking (**B**)	3	0	3
SUR 222	Dendrology 2 (**T**)	0	2	1
SUR 202	Elements of Boundary Surveying 2 (**T**)	3	3	4
Semester 6				
SUR 230	Control Surveying (**T**)	3	3	4
SUR 292	Full-Time Cooperative Education 2: Land Surveying (**T**)	1	40	2
Total Credits:		**55**	**116**	**72**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Land Surveying Technology (LST)

- An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline.
- An ability to formulate or design a system, process, procedure, or program to meet desired needs.
- An ability to develop and conduct experiments or test hypotheses, analyze and interpret data, and use scientific judgment to draw conclusions.
- An ability to communicate effectively with a range of audiences.
- An ability to understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts.
- An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.

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.

Two associate's 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)**

Examples of graduate job titles include product designer, CAD/CAM system specialist, product support manager, design engineering technician, or project engineering technician.

For more information, please contact the Engineering and Information Technologies Division 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.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Mechanical Engineering Technology—Design Major (METD)

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				
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
ENG 10X English Composition Elective (**G**)		3	0	3
MAT XXX Mathematics Elective 2 (**B**)		3	2	4
Semester 3				
MET 291	Full-Time Cooperative Education 1: Mechanical Engineering Technology (**T**)	1	40	2
Semester 4				
MET 240	Hydraulics and Pneumatics (**T**)	2	3	3
MET 250	Machine Design (**T**)	3	3	4
MET 285	Mechanical Engineering Technology Capstone Project 1 (**T**)	2	3	3
PHY 151	Physics 1: Algebra and Trigonometry-Based (**G**)	3	3	4
Semester 5				
MET 260	Applied Thermodynamics (**T**)	2	2	3
MET 270	Kinematics (**T**)	2	2	3
MET 290	Mechanical Engineering Technology Capstone Project 2 (**T**)	2	3	3
EET 101	Electronic Fundamentals 1 (**T**)	2	3	3

XXX XXX Arts/ Humanities or Social/ Behavioral Science Elective (**G**)		3	0	3
Semester 6				
MET 292	Full-Time Cooperative Education 2: Mechanical Engineering Technology (**T**)	1	40	2
Total Credits:		**47**	**122**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Electives		**8**
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	
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 or Social/Behavioral Science Elective		
Any course from CULT, ECO, GEO, HST, LBR, PHI, POL, PSY, SOC		

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

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		3	2	4
Semester 2				
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:		**12**	**15**	**18**

Electives

Mathematics Elective		
MAT 124	Applied Algebra and Geometry	4
MAT 125	Algebra and Trigonometry	4

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Mechanical Engineering Technology (METD, METM)

- Students will have the ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
- Students will have the ability to function effectively as a team member of a design or manufacturing team.
- Students will have the ability to design mechanical systems, components, or processes to solve engineering technology problems.
- Students will have the ability to identify, analyze, and solve narrowly defined mechanical engineering technology problems.
- Students will have the ability to apply written, oral, and graphical communication in technical environments.
- Students will demonstrate a commitment to quality, timeliness, and continuous improvement.

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 gain proficiency using 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 transition to related bachelor's degree studies.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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				
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				
MET 291	Full-Time Cooperative Education 1: Mechanical Engineering Technology (**T**)	1	40	2
Semester 4				
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
Semester 5				
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 or Social/ Behavioral Science Elective (**G**)		3	0	3
MET 215	Advanced and Additive Manufacturing (**T**)	2	3	3
Semester 6				

MET 292	Full-Time Cooperative Education 2: Mechanical Engineering Technology (**T**)	1	40	2
Total Credits:		**46**	**124**	**64**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Electives		**8**
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	
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 or Social/Behavioral Science Elective		
Any course from CULT, ECO, GEO, HST, LBR, PHI, POL, PSY, SOC		

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

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		3	2	4
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:		**13**	**17**	**19**

Electives

Mathematics Elective		
MAT 124	Applied Algebra and Geometry	4
MAT 125	Algebra and Trigonometry	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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Mechanical Engineering Technology (METD, METM)

- Students will have the ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
- Students will have the ability to function effectively as a team member of a design or manufacturing team.
- Students will have the ability to design mechanical systems, components, or processes to solve engineering technology problems.
- Students will have the ability to identify, analyze, and solve narrowly defined mechanical engineering technology problems.
- Students will have the ability to apply written, oral, and graphical communication in technical environments.
- Students will demonstrate a commitment to quality, timeliness, and continuous improvement.

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 a component of a mobile device application, a website, a TV or radio commercial, a production for television or movies, an interactive DVD, 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 (MID) programs include three associate's degrees and a certificate:

- **Audio/Video Production (AVP)**
- **Graphic Design (GRD)**
- **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, and computer labs.

Students entering any of the Multimedia Information Design programs are expected to own a laptop computer and frequently-used software. Additional information about this requirement is available from program faculty, and on the College website pages for each MID degree or certificate program.

For more information, please contact the Engineering and Information Technologies Division 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.

Students entering the Audio/Video Production program are expected to own a laptop computer and a subscription to cloud-based software used in classes. Additional information is available on the Audio/Video Production page (https://www.cincinnatistate.edu/academics/degree-certificate/audio-video-production-avp/) of the College website or from the program chair.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Audio/Video Production (AVP)

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
AVP 100	Introduction to Audio/Video Production (**B**)	4	1	4
GRD 125	Design Principles (**B**)	2	3	3
Semester 2				
AVP 110	Videography: Single Camera Production and Lighting (**T**)	2	3	3
GRD 120	Beginning 2D Graphics: Bitmap (**T**)	2	3	3
ENG 10X English Composition Elective (**G**)		3	0	3
AVP 130	Audio: Editing & Mixing (**T**)	2	3	3
COMM 105	Interpersonal Communication (**G**)	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
AVP 120	Digital Video Editing (**T**)	2	3	3
GRD 130	Beginning 2D Graphics: Vector (**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	2	2
XXX XXX Social/ Behavioral Science Elective (**G**)		3	0	3
Total Credits:		**49**	**80**	**63**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 Communication Elective		
TC 205	Scriptwriting: Short Forms	3
TC 210	Scriptwriting: Long Forms	3
AVP Electives (4 credits required)		
AVP 150	College Movie Festival	2
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 Continunity	2
AVP 270	Alternate Editing Platforms- Audio	2
AVP 280	Multi-Track Recording and Mixing Techniques	4
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 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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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

Audio/Video Production (AVP)

- Understand the technical operation of equipment and software across multiple disciplines, to create media.
- Create media as a member of a production team.
- Create the most efficient path for project completion.
- Evaluate multimedia deliverables.
- Create audio/visual messages and stories effectively and creatively to diverse audiences.
- Apply professional practices and vocabulary in the workplace.

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, packaging, user experience/user interface design (UX/UI), 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.

Students entering the Graphic Design program are expected to own a laptop computer and a subscription to cloud-based software used in classes. Additional information is available on the Graphic Design page (https://www.cincinnatistate.edu/academics/degree-certificate/graphic-design-grd/) of the College website or from the program chair.

Graduates earn an Associate of Applied Science degree. Job titles for graduates include graphic designer, production artist, or web graphics/ interface designer.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Graphic Design (GRD)

Semester 1		**Lec**	**Lab**	**Credits**
FYE 1XX First Year Experience Elective (**B**)		1	0	1
GRD 125	Design Principles (**B**)	2	3	3
ENG 101	English Composition 1 (**G**)	3	0	3
MID 120	Drawing Fundamentals for Multimedia Information Design (**B**)	2	3	3
MAT 105	Quantitative Reasoning (**G**)	2	2	3
Semester 2				
ART 120	Design History (**G**)	3	0	3

GRD 120	Beginning 2D Graphics: Bitmap (**B**)	2	3	3
GRD 130	Beginning 2D Graphics: Vector (**B**)	2	3	3
GRD 160	Graphic Design Analysis and Conceptualization (**B**)	2	3	3
Semester 3				
MID 190	Career Preparation: Multimedia Information Design (**B**)	2	0	2
XXX-XXX Social/ Behavioral Science Elective (**G**)		3	0	3
ENG-10X English Composition Elective (**G**)		3	0	3
GRD 170	Page Layout Design (**T**)	1	2	2
GRD 180	Digital Design Strategies (**T**)	1	2	2
Semester 4				
GRD 225	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
GRD 250	User Interface Design and Implementation (**T**)	2	3	3
Semester 5				
GRD 230	Brand Identity Development (**T**)	2	3	3
GRD 240	Packaging Design (**T**)	2	3	3
GRD 255	Graphic Imaging Production Processes (**T**)	2	3	3
GRD 290	Graphic Design Capstone (**T**)	2	3	3
Semester 6				
GRD-29X Experiential Learning Elective (**T**)		1	40	2
AVP 240	Motion Graphics/Compositing: After Effects (**T**)	2	3	3
Total Credits:		**47**	**85**	**64**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 ECO, GEO, HST, LBR, POL, PSY, SOC		3
Experiential Elective		
GRD 291	Full-Time Cooperative Education 1: Graphic Design	2
GRD 294	Internship 1: Graphic Design	2

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Graphic Design (GRD)

- Students will have a strong working knowledge of fundamental design principles.
- Students must be able to successfully navigate brand standards (designing under existing restrictions, as well as creating guidelines for future designers).
- Students must have a strong grasp of typography and typographic principles, in both small amounts (posters, infographics, etc.) and large-scale applications (200+ words, body copy, etc.).
- Students must be able to think and speak critically about their own work and the work of others.
- Students must show proficiency in using industry-standard software, especially the Adobe Creative Suite.
- Students must show pro#ciency in the area of packaging design.
- Students must exhibit practical knowledge and understanding of digital design.

Web and Multimedia Design (WEBM & WEBC)

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.

Students entering the Web and Multimedia Design program are expected to own a laptop computer and a subscription to cloud-based software used in classes. Additional information is available on the Web and Multimedia Design page (https://www.cincinnatistate.edu/

academics/degree-certificate/web-and-multimedia-design-webm/) of the College website or from the program chair.

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, and interactive multimedia designer.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Web and Multimedia Design Certificate (WEBC)

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.

Students entering the Web and Multimedia Design Certificate program are expected to own a laptop computer and frequently-used software. Additional information about this requirement is available from program faculty, and on the Web and Multimedia Design Certificate page (https://www.cincinnatistate.edu/academics/degree-certificate/web-and-multimedia-design-certificate-webc/) of the College website.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Web and Multimedia Design (WEBM)

Semester 1		**Lec**	**Lab**	**Credits**
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
MKT 115	Marketing Research for Multimedia Professionals (**B**)	3	0	3
WEB 131	Visual Design Fundamentals with Adobe Creative Cloud (**T**)	2	3	3
Semester 2				
WEB 112	Web Development 2 (**T**)	2	3	3
ENG 10X English Composition Elective (**G**)		3	0	3
IT 101	Programming 1	2	3	3
WEB 132	Advanced Visual Design Strategies with Adobe Creative Cloud and AI Integration (**T**)	2	3	3
Semester 3				
WEB 130	Web Programming: JavaScript (**T**)	2	3	3
WEB 220	Animated and Interactive Web Content (**T**)	2	3	3
COMM 105	Interpersonal Communication (**G**)	3	0	3
ART XXX ART Elective		2	3	3
Semester 4				
MID 190	Career Preparation: Multimedia Information Design (**B**)	2	0	2
XXX XXX Technical Elective 1 (**T**)		2	2	3
WEB 225	Applied 2D Graphics: Web Design	2	3	3
MAT 105	Quantitative Reasoning (**G**)	2	2	3
Semester 5				
WEB 200	Web Design Portfolio Review	2	3	3
WEB 240	Web Development: Advanced Topics	2	3	3
XXX XXX Social/ Behavioral Science Elective (**G**)		2	3	3
XXX XXX Technical Elective 2 (**T**)		2	3	3
Semester 6				
WEB 291	Full-Time Cooperative Education 1: Web & Multimedia Design (**T**)	1	40	2
Total Credits:		**46**	**83**	**62**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 ECO, GEO, HST, LBR, POL, PSY, SOC		3
Technical Electives *		**6**
AVP 100	Introduction to Audio/Video Production	4

AVP 240	Motion Graphics/Compositing: After Effects	3
GIT 115	Adobe InDesign	3
GIT 120	Digital Photography and Imaging	3
GRD 150		3
GRD 250	User Interface Design and Implementation	3
GRD 260	3D Visualization	5
IT 111	Database Design and SQL 1	3
IT 112	Database Design and Management	3
TC 235	User Experience Design and Usability Assessment	3
ART Elective		
Any course from ART		3

* Students should meet with the Program Chair for advising on choices for Technical Electives.

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B = Basic Skills course in this curriculum

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	3	2	3
XXX XXX Technical Elective		2	2	3
WEB 131	Visual Design Fundamentals with Adobe Creative Cloud	2	3	3
Semester 2				
WEB 130	Web Programming: JavaScript	2	3	3
WEB 112	Web Development 2	2	3	3
WEB 220	Animated and Interactive Web Content	2	3	3
WEB 132	Advanced Visual Design Strategies with Adobe Creative Cloud and AI Integration	2	3	3
Total Credits:		**18**	**19**	**24**

Electives

Technical Elective		
AVP 100	Introduction to Audio/Video Production	4
IT 100	Computer Programming Foundations	3
IT 101	Programming 1	3
IT 111	Database Design and SQL 1	3
WEB 225	Applied 2D Graphics: Web Design	3
or any course from MID, TC, WEB (not including courses that are certificate requirements)		3

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Web and Multimedia Design (WEBM)

- Able to program using JavaScript, the language that controls the behavior of Web pages.
- Able to use relevant Adobe Creative Cloud Programs: Dreamweaver, Animate, Illustrator, and Photoshop.
- Able to develop strengthened presentation and communication skills to successfully present a professional portfolio.
- Able to develop and deliver a competitive professional portfolio site including a branded resume and cover letter.
- Able to create responsive sites using Bootstrap.
- Able to design content management sites using WordPress.

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 by 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's degree programs, and a technical certificate:

- **Computer Network Administration (NETA)**
- **Computer Network Administration - Computer Support Major (CSA)**
- **Computer Network Administration Certificate (NETAC)**
- **Computer Network Engineering Technology (NETC)**
- **Computer Network Engineering Technology - Cyber-Security Major (NETCCS)**

For more information, please contact the Engineering and Information Technologies Division 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.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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
Semester 2				
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
ENG 1XX	English Composition Elective (**G**)	3	0	3
MAT 105	Quantitative Reasoning (**G**)	2	2	3
Semester 3				
NETA 291	Full-Time Cooperative Education 1: Computer Network Administration (**T**)	1	40	2
Semester 4				
NETA 135	Information Technology Support Desk Concepts (**T**)	3	2	4
NETA 256	Server Adminstration 2 (**T**)	3	2	4
NETA 265	Server Configuration (**T**)	3	2	4
XXX XXX	Social/ Behavioral Science Elective (**G**)	3	0	3
Semester 5				
NETA 125	Open Source Operating Systems and Applications (**T**)	2	3	3
NETA 290	Networking and Computer Support 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
Semester 6				
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	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 ECO, GEO, HST, LBR, POL, PSY, SOC		3
Arts/Humanities Elective		
Any ART, CULT, FRN, SPN, LIT, MUS, PHI, REL, THE, or COMM 130		3
Business Elective		
ACC 101	Financial Accounting	3
LAW 101	Business Law	3
MGT 101	Principles of Management	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

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
Semester 2				
NETA 155	Server Administration 1	3	2	4
IT 116	Operating Systems Administration 2	2	3	3
NETA 115	Networking Essentials	2	3	3
Semester 3				
NETA 135	Information Technology Support Desk Concepts	3	2	4
NETA 256	Server Adminstration 2	3	2	4
NETA 265	Server Configuration	3	2	4
Total Credits:		**22**	**23**	**31**

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Computer Network Administration (NETA)

- Ability to utilize resources to solve technical problems involving operating systems and server software.
- Ability to manage multiple operating systems, systems software, and network services.
- Ability to understand compliance issues and corporate and federal compliance regulations.
- Ability to function independently and as a member of a team.
- Ability to effectively communicate technical information verbally, in writing, and in presentations.
- Ability to manage multiple tasks and deadlines.
- Ability to demonstrate professionalism in the workplace and maintain user/client confidentiality.

Computer Network Administration - Computer Support Major (CSA)

Computer Network Administration - Computer Support Major (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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Computer Network Administration - Computer Support Major (CSA)

Semester 1		**Lec**	**Lab**	**Credits**
CIT 190	Career Preparation: Engineering and Information Technologies (**B**)	1	0	1
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
FYE 1XX First Year Experience Elective (**B**)		1	0	1
NETA 120	Computer Virtualization (**T**)	2	3	3
Semester 2				
CSA 111	Computer Repair 1 (**T**)	2	3	3
ENG 10X English Composition Elective (**G**)		3	0	3
NETA 115	Networking Essentials (**T**)	2	3	3
IT 116	Operating Systems Administration 2 (**T**)	2	3	3
MAT 105	Quantitative Reasoning (**G**)	2	2	3
Semester 3				
CSA 291	Full-Time Cooperative Education 1: Computer Support and Administration (**T**)	1	40	2
Semester 4				
CSA 112	Computer Repair 2 (**T**)	2	3	3
NETA 135	Information Technology Support Desk Concepts (**T**)	3	2	4
NETA 155	Server Administration 1 (**T**)	3	2	4
XXX XXX Social/ Behavioral Science Elective (**G**)		3	0	3
Semester 5				
CSA 213	Computer Repair 3 (**T**)	2	2	3
NETA 290	Networking and Computer Support Capstone (**T**)	1	6	4
NETA 125	Open Source Operating Systems and Applications (**T**)	2	3	3
COMM 110	Public Speaking (**B**)	3	0	3
XXX XXX Arts/ Humanities Elective (**G**)		3	0	3
Semester 6				
CSA 292	Full-Time Cooperative Education 2: Computer Support and Administration (**T**)	1	40	2
Total Credits:		**46**	**118**	**63**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 Elective		
Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE, or COMM 130		3
Social/Behavioral Science Elective		
Any ECO, GEO, HST, LBR, POL, PSY, SOC		

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T = Technical course in this curriculum

Computer Support and Administration Technology (CSA)

- Ability to use resources to solve technical problems involving operating systems and hardware components.
- Ability to manage multiple hardware components and operating systems.
- Ability to understand compliance issues and corporate and federal compliance regulations.
- Ability to function independently and as a member of a team.
- Ability to effectively communicate technical information verbally, in writing, and in presentations.
- Ability to manage multiple tasks and deadlines.
- Ability to demonstrate professionalism in the workplace and maintain user/client confidentiality.

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 Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Computer Network Engineering Technology (NETC)

Semester 1		**Lec**	**Lab**	**Credits**
NETC 121	Network Communications 1 (**B**)	3	2	4
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
CIT 190	Career Preparation: Engineering and Information Technologies (**T**)	1	0	1
EET 100	Introduction to Electrical Engineering Technology (**B**)	1	2	2
Semester 2				
MAT 126	Functions and Calculus (**G**)	3	2	4
EET 131	Circuit Analysis 1 (**T**)	3	2	4
PHY 151	Physics 1: Algebra and Trigonometry-Based (**G**)	3	3	4
Semester 3				
XXX XXX Cooperative Education or Transfer Elective 1 (**T**) *		1	40	2
EET 132	Circuit Analysis 2 (**T**)	3	2	4
Semester 4				
NETC 122	Network Communications 2 (**T**)	2	2	3
NETC 230	Network Security Design (**T**)	2	2	3
EET 121	Digital Systems 1 (**T**)	2	3	3
NETC 160	Windows Server Administration and Azure (**T**)	3	2	4
Semester 5				
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
EET 122	Digital Systems 2 (**T**)	2	3	3
Semester 6				
XXX XXX Cooperative Education or Transfer Elective 2 (**T**) *		1	40	2
Total Credits:		**47**	**112**	**63**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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
ESET 251	Electronics	4
IT 101	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

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Computer Network Engineering Technology (NETC)

- Utilize network tools and software to troubleshoot and solve network problems.
- Configure and troubleshoot network systems.
- Develop and implement solutions for networking and security problems, balancing business concerns, technical issues, and security.
- Configure and test networking hardware.
- Explain networking protocols and their hierarchical relationship in both hardware and software.
- Demonstrate adequate preparation for career employment and/or pursuit of a baccalaureate degree.
- Effectively communicate technical information both orally and in writing.

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 Engineering and Information Technologies Division at (513) 569-1743.

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Computer Network Engineering Technology - Cyber-Security Major (NETCCS)

Semester 1		**Lec**	**Lab**	**Credits**
NETC 121	Network Communications 1 (**B**)	3	2	4
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
XXX 190 Career Preparation Elective (**B**)		1	0	1
Semester 2				
NETC 122	Network Communications 2 (**T**)	2	2	3
NETC 170	Governance and Management of IT (**B**)	2	2	3
XXX XXX Arts/ Humanities or Social/ Behavioral Science Elective (**G**)		3	0	3
NETC 130	Introduction to Cybersecurity (**B**)	3	2	4
Semester 3				
Cooperative Education or Transfer Elective 1 (**T**) *		1	40	2
Semester 4				
NETC 180	Information Risk Management (**T**)	2	2	3
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

NETC 160	Windows Server Administration and Azure (**T**)	3	2	4
Semester 5				
NETC 240	Emerging Topics in Computer Network Engineering Technology (**T**)	2	3	3
NETC 280	IT Documentation (**T**)	2	2	3
NETC 290	Computer Network Engineering Technology Capstone Project (**T**)	2	2	3
IT 215	Scripting (**T**)	2	2	3
Semester 6				
Cooperative Education or Transfer Elective 2 (**T**) *		1	40	2
Total Credits:		**46**	**105**	**60**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Career Preparation Elective		
CIT 190	Career Preparation: Engineering and Information Technologies	1
MID 190	Career Preparation: Multimedia Information Design	2
CPDM 190	Cooperative Education Preparation: Computer Programming and Database Management	1
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
Natural/Physical Science Elective		
Any course from BIO, CHE, EVS, PHY, PSC		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
IT 101	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

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T = Technical course in this curriculum

Computer Network Engineering Technology - Cyber-Security Major (NETCCS)

- Utilize technical, ethical, and interpersonal skills to effectively work in a team.
- Configure and troubleshoot network systems.
- Develop and implement solutions for networking and security problems, balancing business concerns, technical issues, and security.
- Demonstrate a commitment to timeliness, quality, and continuous improvement.
- Explain networking protocols and their hierarchical relationship in both hardware and software.
- Compare protocol models and select appropriate protocols for a particular design.
- Demonstrate adequate preparation for career employment and/or pursuit of a baccalaureate degree.
- Effectively communicate technical information verbally, in writing, and in presentations.
- Document network systems.
- Explain concepts and theories of networking and apply them to various situations: classifying networks, analyzing performance, and implementing new technologies.

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 about 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.

Students must meet the requirements set by the institution they will transfer to. Completing the Pre-Engineering degree does not guarantee acceptance at another college or university.

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Pre-Engineering (PENG)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective		1	0	1
ENG 101	English Composition 1	3	0	3
ENGR 111	Introduction to Engineering 1	2	2	3
XXX XXX Technical Elective 1		2	2	3
XXX XXX Calculus Prerequiste Elective		4	0	4
Semester 2				
MAT 251	Calculus 1	5	0	5
PHY 201	Physics 1: Calculus-Based	4	2	5
ENG 10X English Composition Elective		3	0	3
XXX XXX Technical Elective 2		3	2	4
Semester 3				
MAT 252	Calculus 2	5	0	5
COMM 110	Public Speaking	3	0	3
XXX XXX Arts/ Humanities Elective 1		3	0	3
XXX XXX Social Science Elective 1		3	0	3
Semester 4				
CHE 121	General Chemistry 1	4	0	4
CHE 131	General Chemistry 1 Lab	0	3	1
XXX XXX Arts/ Humanities Elective 2		3	0	3
XXX XXX Social Science Elective 2		3	0	3
Semester 5				
ENGR 112	Introduction to Engineering 2	2	2	3
XXX XXX Technical Elective 3		2	2	3
Total Credits:		**55**	**15**	**62**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 Electives (select two courses)		
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE		6
Calculus Prerequisite Elective		
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 126	Functions and Calculus	4
Transfer Module Math/Science Elective		
MAT 253	Calculus 3	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 202	Physics 2: Calculus-Based	5
Technical Electives [1]		**3**
EVT 170	Water and Wastewater Treatment and Analysis	4
EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVT 105	Environmental Sampling	3
EVT 170	Water and Wastewater Treatment and Analysis	4
EVT 150	Environmental Chemistry	3
EVT 140	Environmental Regulations and Permits	2
MAT 253	Calculus 3	5
EVT 105	Environmental Sampling	3
SUR 105	Surveying Fundamentals	3

MET 111	Manufacturing Processes 1	3
MET 131	MET Computer Aided Drafting 1	3
MET 140	Engineering Materials	3
EET 121	Digital Systems 1	3
EET 131	Circuit Analysis 1	4
EET 132	Circuit Analysis 2	4
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 202	Physics 2: Calculus-Based	5
CET 291	Full-Time Cooperative Education 1: Civil Engineering Technology [2]	2
MET 291	Full-Time Cooperative Education 1: Mechanical Engineering Technology [2]	2
EET 291	Full-Time Cooperative Education 1: Electronics Engineering Technology [2]	2
EMET 291	Full-Time Cooperative Education 1: Electro-Mechanical Engineering Technology [2]	2
ENGR 200	Engineering Statics (Calculus Based)	3
ENGR 220	Engineering Dynamics	4
Social Science Elective (select two courses)		
Any Transfer Module course from ECO, GEO, LBR, POL, PSY, SOC		3

[1] Program Chair consent required for Technical Electives. Not all courses are offered every semester. Since Technical Electives vary by transfer school and discipline, students must meet with a Pre-Engineering advisor before registering for courses.

[2] Only one full-time co-op course is permitted. Co-op credits may not transfer to bachelor's degree programs.

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Pre-Engineering (PENG)

- An ability to identify, formulate, and solve complex engineering problems using science and math and engineering principals.
- An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare as well as global, cultural, social, environmental, and economic factors.
- An ability to communicate effectively with a range of audiences.
- An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgements, which consider global, environmental, and societal impacts.
- An ability to function effectively on a design team. "Effective" means that teams have leadership, are diverse and collaborative, set goals, plan tasks, and meet objectives.
- An ability to develop and conduct experiments, analyze, and interpret data using engineering judgement to draw conclusions.
- An ability to acquire and apply new knowledge as needed using appropriate learning strategies.

Welding (WLD, WLDC, & BWC)

Welding (WLD)

The Welding associate's 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 associate's 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 (Schools Excelling through National Skills Standards Education).

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.

Basic Welding Certificate (BWC)

The Basic Welding Certificate prepares students to become an entry level welder, entry level fabricator, or an assistant to a welder or fabricator. Students learn to produce and read blueprints with welding symbols and to produce quality welds from the prints. Students who successfully complete the certificate program earn an OSHA 10 card and are eligible to take the American Welding Society (AWS) first level certification test (D1.1).

For more information, please contact the Engineering and Information Technologies Division at (513) 569-1743.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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
ENG 101	English Composition 1 (**G**)	3	0	3
MAT 105	Quantitative Reasoning (**G**)	2	2	3
Semester 2				
WLD 111	Shielded Metal Arc Welding 1 (**B**)	2	6	4
PSY 10X Psychology Elective (**G**)		3	0	3
WLD 115	Gas Metal Arc Welding and Flux Cored Arc Welding (**B**)	2	6	4
MET 111	Manufacturing Processes 1 (**T**)	2	3	3
Semester 3				
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
XXX XXX Arts/ Humanities or Natural Science Elective (**G**)		3	0	3
Semester 4				
WLD 210	Gas Tungsten Arc Welding (**T**)	2	4	4
WLD 231	Pipe Welding 1 (**T**)	2	4	4
CIT 105	OSHA 10 General Industry Safety (**T**)	1	0	1
XXX XXX Welding Technical Elective (**T**)		2	2	3
Semester 5				
WLD 220	Metal Fabrication (**T**)	2	3	3
WLD 291	Full-Time Cooperative Education 1: Welding (**T**)	1	40	2
Semester 6				
WLD 292	Full-Time Cooperative Education 2: Welding (**T**)	1	40	2
WLD 250	Welding Inspection and Codes (**T**)	2	3	3
Total Credits:		**42**	**123**	**61**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Psychology Elective		
PSY 102	Applied Psychology: Stress Management	3
PSY 110	Introduction to Psychology	3
Arts/Humanities Elective (take one course from either Arts/ Humanities or Natural Science)		**3**
Any ART, FRN, LIT, MUS, PHI, POL, REL, SPN, THE		
Natural Science Elective (take one course from either Arts/ Humanities or Natural Science)		
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
Welding Technical Elective (select 1 course)		
EET 101	Electronic Fundamentals 1	3
MET 112	Manufacturing Processes 2	3
MET 132	MET Computer Aided Drafting 2	3
MET 140	Engineering Materials	3
WLD 112	Shielded Metal Arc Welding 2	4
WLD 232	Pipe Welding 2	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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 105	Quantitative Reasoning	2	2	3
Semester 2				
WLD 111	Shielded Metal Arc Welding 1	2	6	4
MET 111	Manufacturing Processes 1	2	3	3
MET 131	MET Computer Aided Drafting 1	2	3	3
Semester 3				
WLD 115	Gas Metal Arc Welding and Flux Cored Arc Welding	2	6	4
WLD 210	Gas Tungsten Arc Welding	2	6	4

CIT 105	OSHA 10 General Industry Safety	1	0	1
WLD XXX Technical Elective		2	3	3
Total Credits:		**19**	**34**	**31**

Electives

Technical Elective		
WLD 112	Shielded Metal Arc Welding 2	4
WLD 220	Metal Fabrication	3
WLD 260	Weldability of Metals	3

Basic Welding Certificate (BWC)

Semester 1		**Lec**	**Lab**	**Credits**
WLD 100	Fundamentals of Welding	2	3	3
WLD 105	Print Reading and Weld Design	2	2	3
Semester 2				
CIT 105	OSHA 10 General Industry Safety	1	0	1
WLD XXX Welding Elective		2	6	4
Total Credits:		**7**	**11**	**11**

Electives

WLD 111	Shielded Metal Arc Welding 1	4
WLD 115	Gas Metal Arc Welding and Flux Cored Arc Welding	4
WLD 210	Gas Tungsten Arc Welding	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Welding (WLD)

- Students will have the ability to create structurally sound and visually correct welds using the SMAW process.
- Students will have the ability to create structurally sound and visually correct welds using the GMAW process.
- Students will have the ability to create structurally sound and visually correct welds using the FCAW process.
- Students will have the ability to create structurally sound and visually correct welds using the GTAW process.
- Students will have the ability to weld pipe.
- Students will have the ability to perform metal layout using blueprints.
- Students will receive OSHA 10 credentials.
- Students will receive industry welding certification.

Health and Public Safety Division

Division Office: Health Professions Building Room 312, Clifton Campus

Division Phone Number: (513) 569-1670

Dean: Dr. Bonnie Smith

Associate Dean, Allied Health: Allison Godel

Associate Dean, Nursing: Dr. Beth Hamon

The mission of the Health and Public Safety Division is to work collaboratively with its stakeholders to achieve excellence in allied health, nursing, public safety, and biology education that is accessible, student focused, and incorporates experiential learning.

The Health and Public Safety Division offers academically rigorous **associate's degree and certificate programs** that prepare students to earn professional credentials and seek employment in their chosen field of study immediately following graduation. These academic programs provide the theory and practice required for entry into a variety of nursing, allied health, and public safety careers.

The division also offers the **RN to BSN Completion Program**, which provides an efficient and affordable option for registered nurses without a baccalaureate degree to earn the degree Bachelor of Science in Nursing (BSN).

The Health and Public Safety programs have accreditation or approval by national and state agencies when available, so graduates are qualified to sit for credentialing exams offered by certification or licensure organizations and agencies. Many programs have articulation agreements with bachelor's degree programs in the area to facilitate transfer of credits.

The Health and Public Safety Division works closely with hundreds of community partners such as 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.

The **Biological Sciences department** offers a range of courses to meet the needs of health programs and to provide science requirements for students seeking the Associate of Science degree. When applicable, these courses can be used in transfer to bachelor's degree programs.

College Orientation

An online New Student Orientation program is available for all Cincinnati State students. For more information visit the New Student Orientation (https://www.cincinnatistate.edu/new-student-orientation/) page on the College website. A separate orientation to the student's program of study may also be required, depending on your program.

To prepare for success in college, degree-seeking students are required to complete a college First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State. For more information about the FYE course offerings, see the First Year Experience Requirement (p. 231) section of this Catalog.

Admission to Health and Public Safety Programs

As part of the admission process, entering students meet with an academic advisor who will assist in developing a curriculum plan to guide the student to their academic goals. The advising session uses multiple measures to identify areas that may need reinforcement, provided through activities such as English and Math courses that include integrated help sessions.

Selective Admission Programs

Many Health and Public Safety Division programs receive more applications than space allows. Therefore, students may need to meet specific criteria and complete an additional application by a designated deadline for Selective Admission (sometimes referred to as "Progression") to the core/technical course sequence of their chosen program. It is important to keep this information in mind as you create your education plan with an academic advisor.

Selective Admission steps may include successfully completing designated courses, 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 requirements for those entering their professions. Information about these requirements is available in the description of the program on the College website, on program information sheets available in the Division office, and in program handbooks available from the program chair.

Experiential Learning

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. Experiential learning 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 in Health and Public Safety fields.

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. Drug testing may be required at any time during student enrollment in a Health and Public Safety program, depending on the requirements of the clinical or practicum site.

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 from the City of Cincinnati Health Department. For details contact Angela Robinson by email at angela.robinson2@cincinnati-oh.gov.

Health Student Support Services

Cincinnati State Health and Public Safety Division students can obtain 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.

Ohio Transfer 36

The Ohio Department of Higher Education developed the Ohio Transfer 36 to facilitate transfer of credits from one Ohio public college or university to another. The Ohio Transfer 36 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 completed Ohio Transfer 36 at one college or university automatically meets the requirements for the Ohio Transfer 36 at another college or university once the student is admitted. For additional information, see the Transferring College Credit (p. 37) and the Ohio Transfer 36 (p. 235) sections of this Catalog.

Associate's degree programs in the Health and Public Safety Division contain in their curricula many of the required courses for the Cincinnati State Transfer 36. Students who wish to complete the Ohio Transfer 36 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, and other associate's degrees, combined with a Ohio Transfer 36 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 (MS), 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 in the certificate curriculum. 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 AHPC Elective 1	3	3	4
XXX XXX AHPC Elective 2	2	2	3
Semester 2			
XXX XXX AHPC Elective 3	3	3	4
XXX XXX AHPC Elective 4	2	2	3
Total Credits:	**10**	**10**	**14**

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
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

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Bioscience Certificate (BSCC)

Bioscience Certificate (BSCC)

This program is not admitting new students.

The Bioscience Certificate is designed for students interested in exploring a new career path in a biotechnological setting.

Graduates who earn the Bioscience Certificate along with the Associate of Science degree (or who previously completed an Associate of Science or Bachelor of Science degree with focus in biological science) are prepared for employment opportunities as laboratory assistants or technicians in a wide range of settings.

Possible assignments include roles in the private sector biotechnology industry and academic-based biological research institutions.

Students who earn the Bioscience Certificate gain experience in laboratory safety, regulations, skills, and methodology as well as competencies in creating standard operating procedures, maintaining records, analyzing data, and other skills.

Topics covered in the certificate include genetic engineering, forensics, protein purification, animal models, electrophoresis technology, and PCR (polymerase chain reaction).

Employees in biological science and biotechnology fields are expected to pay close attention to detail, understand and follow experimental or manufacturing protocols, maintain clean environments, solve problems related to experimentation or manufacturing issues, and analyze data to draw conclusions and adjust procedures.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Bioscience Certificate (BSCC)

Program Prerequisites: BIO 111 Biology: Unity of Life or BIO 131 Biology 1, and CHE 110 Fundamentals of Chemistry or CHE 121 General Chemistry 1 and CHE 131 General Chemistry 1 Lab

Semester 1		**Lec**	**Lab**	**Credits**
BSC 100	Survey of Bioscience and Biotechnology	2	0	2
BSC 115	Introduction to Bioscience	3	3	4
Semester 2				
BSC 205	Molecular Genetics in Bioscience	2	6	5
BSC 150	Scientific Literacy for Bioscience	2	0	2
Semester 3				
BSC 210	Proteomics in Bioscience	2	6	5
BSC X9X Bioscience Cooperative Education Elective		2	40	2
Total Credits:		**13**	**55**	**20**

Electives

Bioscience Cooperative Education Elective (Take 2 credits)

BSC 191	Part-Time Cooperative Education 1: Bioscience	1
BSC 192	Part-Time Cooperative Education 2: Bioscience	1
BSC 291	Full-Time Cooperative Education 1: Bioscience	2
BSC 294	Internship 1: Bioscience	2

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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 on Accreditation of Allied Health Education Programs upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 9355 113th St. N, #7709, Seminole, FL 33775. Website: http://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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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
ENG 101	English Composition 1 (**G**)	3	0	3
MAT 151	College Algebra (**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**)	1	3	2
After completing Year 1, Semester 1 and 2 courses, apply for Selective Enrollment into the DMSC program.				
Second Year				
Semester 1				
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
ENG 1XX	English Composition Elective (**G**)	3	0	3
Semester 2				
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
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 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:		**47**	**117**	**66**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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	4

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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

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				
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
ENG 101	English Composition 1 (**G**)	3	0	3
MAT 151	College Algebra (**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**)	1	3	2
After completing Year 1, Semester 1 and 2 courses, apply for Selective Enrollment into the DMSG program.				
Second Year				
Semester 1				
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
ENG 1XX	English Composition Elective (**G**)	3	0	3
Semester 2				
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
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 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:		**48**	**115**	**66**

Electives

FYE Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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	4

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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

Diagnostic Medical Sonography - Cardiovascular (DMSC)

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Demonstrate effective communication skills with patients and all members of the healthcare team.
- Act in a professional manner within recognized ethical and legal standards.
- Demonstrate knowledge of sonographic biological effects and proper application of sonographic instrumentation relative to imaging and image quality.
- Demonstrate the ability to perform adult cardiac sonographic examinations according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment and Doppler display modes.
- Demonstrate the ability to perform vascular sonographic examinations according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment, Doppler display modes, and physiologic testing.

Diagnostic Medical Sonography - General (DMSG)

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
- Demonstrate effective communication skills with patients and all members of the healthcare team.
- Act in a professional manner within recognized ethical and legal standards.
- Demonstrate knowledge of sonographic biological effects and proper application of sonographic instrumentation relative to imaging and image quality.
- Demonstrate the ability to perform sonographic examinations of the abdomen, superficial structures, and non-cardiac chest according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment and Doppler display modes.
- Demonstrate the ability to perform sonographic examinations of the gravid and nongravid pelvis according to protocol guidelines established by national professional organizations and the protocols of the employing institutions utilizing real-time equipment with both transabdominal and endocavitary transducers, and Doppler display modes.

Health Information Management Technologies (HIM, COC, & HITC)

Health Information Management Technology (HIM)

The Health Information Management program at Cincinnati State focuses on the management of health care data and 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 2.00 to graduate.

All of the core courses in the Health Information Management program are offered online.

The Health Information Management associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The accreditation has been reaffirmed through 2029.

Inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@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.

All courses in the certificate can be completed online.

Health Information Technician Certificate (HITC)

The Health Information Technician Certificate provides students with knowledge and skills needed to perform the release-of-information function in a variety of healthcare settings, such as hospitals, physician practices, and long-term care facilities.

Students gain understanding of health record content and documentation requirements in accordance with state and federal regulations. Students also work with computer applications such as electronic health record and release-of-information software.

Through practicum experience, students apply their knowledge and skills in a healthcare setting.

All of the certificate courses also apply to the associate's degree program in Health Information 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Health Information Management Technology (HIM)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
HIM 100	Introduction to Health Information Management (**T**)	3	0	3
HIM 105	Legal Aspects of Health Information Management (**T**)	2	0	2
BIO 151	Anatomy and Physiology 1 (**G**)	3	2	4
MAT 131	Statistics 1 (**G**)	2	2	3
ENG 101	English Composition 1 (**G**)	3	0	3
Semester 2				
HIM 115	Clinical Abstracting of Health Data (**T**)	1	0	1
HIM 120	Health Information Technology Systems (**T**)	3	0	3
BIO 152	Anatomy and Physiology 2 (**B**)	3	2	4
MCH 1XX Medical Terminology Elective (**B**)		3	0	3
IM 120	Electronic Spreadsheets: Microsoft Excel (**B**)	2	3	3
Semester 3				
HIM 110	Healthcare Quality Management and Data Analysis (**T**)	3	0	3
HIM 130	International Classification of Diseases (ICD) Coding (**T**)	4	0	4
HIM 135	Pharmacology for Health Information Management (**T**)	1	0	1
BIO 240	Pathophysiology (**B**)	3	0	3
IM 109	Introductory Database Management: Microsoft Access (**B**)	0	2	1
Semester 4				
HIM 200	Health Information Management Strategies (**T**)	3	0	3
HIM 215	Advanced Medical Coding (**T**)	4	0	4
HIM 226	Current Procedural Terminology (CPT) Coding 1 (**T**)	2	0	2
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 5				
HIM 210	Healthcare Reimbursement Methodologies (**T**)	3	0	3
HIM 227	Current Procedural Terminology (CPT) Coding 2 (**T**)	2	0	2
HIM 250	Health Information Management Coding Lab (**T**)	0	3	1
HIM 280	Health Information Management Professional Practice (**T**)	1	7	2
ENG 10X English Composition Elective (**G**)		3	0	3
Total Credits:		**58**	**21**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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
Medical Terminology Elective		
MCH 104	Comprehensive Medical Terminology	3
MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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

Coding Specialist Certificate (COC)

Semester 1		Lec	Lab	Credits
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
Semester 2				
HIM 115	Clinical Abstracting of Health Data	1	0	1
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 215	Advanced Medical Coding	4	0	4
HIM 226	Current Procedural Terminology (CPT) Coding 1	2	0	2
Semester 5				
HIM 210	Healthcare Reimbursement Methodologies	3	0	3
HIM 227	Current Procedural Terminology (CPT) Coding 2	2	0	2
HIM 250	Health Information Management Coding Lab	0	3	1
Total Credits:		**33**	**7**	**36**

Electives

First Year Experience Elective

FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3

Medical Terminology Elective

MCH 104	Comprehensive Medical Terminology	3
MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4

Health Information Technician Certificate (HITC)

First Year

Semester 1		Lec	Lab	Credits
FYE 100	Essentials for College Success	1	0	1
HIM 100	Introduction to Health Information Management	3	0	3
HIM 105	Legal Aspects of Health Information Management	2	0	2
MCH 101	Medical Terminology 1	2	0	2
Semester 2				
HIM 115	Clinical Abstracting of Health Data	1	0	1
HIM 120	Health Information Technology Systems	3	0	3
MCH 102	Medical Terminology 2	2	0	2
HIM 180	Release of Information Practicum	1	7	2
Total Credits:		**15**	**7**	**16**

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Health Information Management Technology (HIM)

- Apply policies, regulations, and standards to the management of information.
- Determine compliance of health record content within the health organization.
- Apply security strategies to health information.
- Calculate statistics for healthcare operations.
- Report healthcare data through graphical presentations.
- Manage data within a database system.
- Evaluate revenue cycle processes.
- Evaluate compliance with regulatory requirements and reimbursement methodologies.
- Utilize data-driven performance improvement techniques for decision making.

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 in the curriculum) 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Health Sciences Technology (HSCT)

Semester 1		**Lec**	**Lab**	**Credits**
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	0	3
Semester 2				
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
Semester 3				
EMS 100	CPR and First Aid for the Health Care Professional (**B**)	1	0	1
PSY 110	Introduction to Psychology (**G**)	3	0	3
BIO 151	Anatomy and Physiology 1 (**G**)	3	2	4
XXX XXX Certificate Electives 3 (**T**)		4	2	5
MCH 108	Professionalism in Healthcare (**T**)	3	0	3
Semester 4				
MCH 114	Law and Ethics for Healthcare (**T**)	2	0	2
MCH 116	Cultural Competency for Health and Public Safety Professions (**T**)	3	0	3
BIO 152	Anatomy and Physiology 2 (**B**)	3	2	4
XXX XXX Certificate Electives 4 (**T**)		4	2	5
PSY XXX Psychology Elective (**B**)		3	0	3
Total Credits:		**55**	**17**	**63**

Electives

Medical Terminology Elective		
MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4
MCH 104	Comprehensive Medical Terminology	3
First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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.		
Coding Specialist Certificate		
BIO 240	Pathophysiology	3

HIM 100	Introduction to Health Information Management	3
HIM 115	Clinical Abstracting of Health Data	1
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		4
CHW 180		3
MCH 106	Health and Wellness Promotion	2
Electrocardiography (Basic) Certificate		
MCH 141	Electrocardiography 1	3
Electrocardiography (Advanced) - Arrhythmia Recognition Certificate		
MCH 142	Electrocardiography 2	4
Emergency Medical Technician Basic Certificate		
EMS 110	Emergency Medical Technician Theory and Practice	7
Emergency Medical Technician Paramedic Certificate		
EMS 110	Emergency Medical Technician Theory and Practice	7
EMS 120	Paramedic Anatomy and Physiology	3
EMS 211	Paramedic 1	7
EMS 212	Paramedic 2	6
EMS 213	Paramedic 3	6
EMS 221	Paramedic 1 Lab	1
EMS 231	Paramedic 1 Practicum	2
EMS 222	Paramedic 2 Lab	1
EMS 232	Paramedic 2 Practicum	3
EMS 223	Paramedic 3 Lab	1
EMS 233	Paramedic 3 Practicum	3
Group Fitness Instructor Certificate		
EXS 122		4
Health and Fitness Special Populations Certificate		
EXS 130		3
EXS 164		3
EXS 168		3
Health Unit Coordinator Certificate		
MCH 110	Orientation to Health Records	3
MCH 120	Health Unit Coordinator Training	4
Medical Assistant Certificate		
BIO 117	Human Body in Health and Disease	3
MA 100	Clinical Procedures for Medical Assistants	4
MA 109	Administrative Procedures, Coding, and Billing for Medical Assisting	2
MA 110	Medical Office Laboratory Procedures	5
MA 115	Pharmacology for Medical Assistants	3
MA 120	Medical Office Insurance Coding and Billing	2
MA 125	Externship and Seminar for Medical Assistants	4
MCH 104	Comprehensive Medical Terminology	3
PSY 225	Lifespan Development	3
Nurse Aide Training Certificate		
MCH 130	Nurse Aide Training	4
Patient Care Assistant Certificate		
MCH 132	Patient Care Assistant Training	3
Personal Fitness Trainer Certificate		
EXS 151	Principles of Exercise Assessment and Prescription	3
EXS 152	Exercise Programming	3
EXS 156		3
EXS 182		2
Phlebotomy Cetificate		
PBT 100	Phlebotomy Principles and Techniques	3
PBT 180	Phlebotomy 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

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electrocardiography (Advanced) - Arrhythmia Recognition Certificate (ECGAC)

Program Prerequisite: MCH 141 Electrocardiography 1.

Semester 1		Lec	Lab	Credits
MCH 142	Electrocardiography 2	3	2	4
Total Credits:		**3**	**2**	**4**

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Electrocardiography (Basic) Certificate (ECGBC)

Program Prerequisite: BIO 111 Biology: Unity of Life (minimum grade C)

Semester 1		Lec	Lab	Credits
MCH 141	Electrocardiography 1	2	2	3
Total Credits:		**2**	**2**	**3**

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 as published by the National Association of Health Unit Coordinators. 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Health Unit Coordinator Certificate (UMCR)

Program Prerequisites: FYE 120 College Success Strategies: Campus Integration or placement into ENG 101.

Semester 1		Lec	Lab	Credits
MCH 120	Health Unit Coordinator Training	3	0	3
MCH XXX Medical Terminology Elective		3	0	3
Total Credits:		**6**	**0**	**6**

Medical Terminology Elective

MCH 101 & MCH 102	Medical Terminology 1 and Medical Terminology 2	4
MCH 104	Comprehensive Medical Terminology	3

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, including 160 hours of unpaid practicum experience, 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 Cincinnati State Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board.

- The Medical Assisting Education Review Board is located at 2339 N. California Ave., #47138, Chicago, IL 60647.
- The Commission on Accreditation of Allied Health Education Programs is located at 25400 US Highway 19 N., Suite 158 Clearwater, FL 33763. Phone 727-210-2350. Website: http://www.caahep.org.

The program's curriculum is guided by the standards developed by the Commission. The accreditation status means Cincinnati State has met the standards required of the profession and helps to assure the public that program graduates are competent clinicians. It also qualifies the College's Medical Assistant Certificate graduates to sit for the CMA (AAMA) certification examination.

Verification of accreditation can be viewed at the CAAHEP website: https://www.caahep.org/Students/Find-a-Program.aspx.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Medical Assistant Certificate (MAC)

Semester 1		**Lec**	**Lab**	**Credits**
MA 100	Clinical Procedures for Medical Assistants	3	3	4
MA 109	Administrative Procedures, Coding, and Billing for Medical Assisting	2	0	2
MCH 104	Comprehensive Medical Terminology	3	0	3
BIO 117	Human Body in Health and Disease	3	0	3
ENG 101	English Composition 1	3	0	3
Semester 2				
MA 110	Medical Office Laboratory Procedures	3	4	5
MA 115	Pharmacology for Medical Assistants	3	0	3
PSY 110	Introduction to Psychology	3	0	3
MCH 100	Healthcare Informatics	2	0	2
Semester 3				
MA 125	Externship and Seminar for Medical Assistants	2	12	4
Total Credits:		**27**	**19**	**32**

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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 Activities of Daily Living (ADLs) 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.

The Nurse Aide Training Certificate is offered at the Cincinnati State Clifton campus, the Middletown campus, and the Evendale campus (Workforce Development Center).

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 to become a State Tested Nurse Aide (STNA).

Other requirements for admitted students include:

- Valid two-step TB test results must be presented.
- 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 2-step TB test. The 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 https://www.cincinnatistate.edu/academics/degree-certificate/nurse-aide-training-certificate-natc (https://www.cincinnatistate.edu/academics/degree-certificate/nurse-aide-training-certificate-natc/)

Semester 1		Lec	Lab	Credits
MCH 130	Nurse Aide Training	3	2	4
Total Credits:		**3**	**2**	**4**

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Patient Care Assistant Certificate (PCAC)

Program Prerequisites: ENG 085 and MAT 093 Math Literacy, or appropriate placements, 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**

Healthcare Foundations Certificate (HFC)

Healthcare Foundations Certificate (HFC)

The Healthcare Foundations Certificate provides entry-level knowledge for students who want to begin work in a healthcare field. Students gain basic understanding of medical terminology and patient care skills.

The certificate also provides foundational knowledge and skills for professionals in non-healthcare careers to enable them to address healthcare-related issues.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Healthcare Foundations Certificate (HFC)

Semester 1		Lec	Lab	Credits
MCH 104	Comprehensive Medical Terminology	3	0	3
MCH 13X Patient Care Elective		1	3	2
Total Credits:		**4**	**3**	**5**

Electives

Patient Care Elective		
MCH 138	Patient Care Skills	2
MCH 130	Nurse Aide Training	4

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 granting of the Medical Laboratory Technology degree is not contingent on passing an external certification or licensure exam.

The Medical Laboratory Technology program is accredited by The National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, IL 60018-5119. Phone: 773-714-8880.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Medical Laboratory Technology (MLT)

Semester 1		Lec	Lab	Credits
CHE 115	General, Organic, and Biological Chemistry (**B**)	3	3	4
MAT 151	College Algebra (**G**)	3	2	4
FYE 1XX First Year Experience Elective (**B**)		1	0	1
Semester 2				
MLT 100	Introduction to Medical Laboratory Analysis (**B**)	3	6	5
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				
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				
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				
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 255	Clinical Microbiology with Applications (**T**)	3	9	6
Semester 6				
MLT 270	Medical Laboratory Seminar (**T**)	0	3	1
MLT 192	Part-Time Cooperative Education 2: Medical Laboratory Technology (**T**)	1	20	1
MLT 265	Immunohematology with Applications (**T**)	2	9	5
Total Credits:		**42**	**124**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Medical Laboratory Technology (MLT)

- Collect and process biological specimens using correct technique and following all safety precautions.
- Recognize pre-analytical, analytical, and post-analytical factors that affect results and take appropriate action within predetermined limits.
- Analyze biological specimens following established procedures with reproducibility consistent with entry level expectations.
- Monitor quality control and take appropriate action within predetermined limits.
- Perform preventative and corrective maintenance of instruments under supervision or refer to appropriate source for repairs.
- Communicate with patients, co-workers, and supervisors and other members of the health care team in a respectful and professional manner.
- Relate laboratory results to common disease processes.
- Be prepared to earn a passing score on the ASCP certification exam.
- Be prepared to work in an entry level position with above average performance.

Nursing Programs

Cincinnati State offers two paths to an associate's degree in Nursing, a certificate program in Practical Nursing, and a Bachelor of Science in Nursing program for registered nurses.

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 RN-to-BSN Completion Program (NURB) (p. 193) provides an efficient and affordable option for registered nurses without a baccalaureate degree to earn the degree Bachelor of Science in Nursing (BSN). The RN to BSN Completion Program builds on the foundation of the nurse's pre-licensure academic program and success on the NCLEX-RN examination. The BSN program can be completed In three semesters, although many students may choose flexible part-time options to balance their educational program with their professional and personal life.

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 **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.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

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, National Council Licensure Examination for Registered Nurses (NCLEX-RN), and upon passing, work as registered nurses.

The associate degree Nursing program is approved by the Ohio Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326. Phone: (404) 975-5000. Website: www.acenursing.org (https://www.acenursing.org/). More about the program accreditation is available on the Nursing page of the College website (https://www.cincinnatistate.edu/academics/degree-certificate/nursing-nur/).

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:

- 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 and chemistry, and these courses must have been completed within seven years of the application for the Nursing program.
- Applicants must be active on the Ohio state-tested nurse aide registry or a Licensed Practical Nurse (LPN).
- Applicants must complete the steps of the Nursing selective admission 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 admission requirements is available from the Program Director or Program Chair.

Other requirements:

- 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, Influenza Vaccine, and COVID-19, 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 a Health and Public Safety Division advisor for specific information, after being admitted to the College and prior to submitting their application to 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Nursing (NUR)

Students seeking admission to the Nursing program must complete specific selective admission requirements. Students should meet with their academic advisor to discuss eligibility and deadlines for selective admission.

Semester 1		Lec	Lab	Credits
BIO 151	Anatomy and Physiology 1 (**B**)	3	2	4
ENG 101	English Composition 1 (**G**)	3	0	3
MAT 105	Quantitative Reasoning (**G**)	2	2	3
NUR 101	Nursing Concepts 1 (**T**)	2	3	3
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
Semester 2				
BIO 152	Anatomy and Physiology 2 (**B**)	3	2	4
ENG 10X	English Composition Elective (**G**)	3	0	3
NUR 102	Nursing Concepts 2 (**T**)	3	9	6
Semester 3				
NUR 103	Nursing Concepts 3 (**T**)	6	9	9
BIO 220	Microbiology (**G**)	2	3	3
Semester 4				
NUR 201	Nursing Concepts 4 (**T**)	7	12	11
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 5				
SOC 105	Introduction to Sociology (**B**)	3	0	3
NUR 202	Nursing Concepts 5 (**T**)	6	9	9
Total Credits:		**47**	**51**	**65**

Electives

FYE Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

The Cincinnati State Bethesda School of Nursing (NUR)

- Synthesize knowledge related to the physiologic, psychosocial, and spiritual well-being of patients.
- Create a healing environment for the physical, psychosocial, and spiritual well-being of patients.
- Utilize critical thinking and clinical reasoning skills to facilitate sound decision-making.
- Analyze nursing decisions for congruency with evidence-based practices.
- Integrate leadership principles that facilitate interdisciplinary collaboration and teamwork.
- Critique own attitudes and behaviors of the graduate nurse that are consistent with the professional values of the discipline and conducive to improving the quality and safety of their healthcare system.
- Respect the rights of patients to make health care choices that are consistent with their values and cultural beliefs.
- Develop therapeutic relationships with patients and families that demonstrate caring and respect for their values, preferences, and healthcare needs.
- Design a plan of care based on the best practices and clinical policies with consideration given to the patient and family preferences.
- Utilize health information technologh to communicate, manage knowledge, prevent error and support decisions-making.

RN to BSN Completion Program (NURB)

RN to BSN Completion Program (NURB)

The RN to BSN Completion Program provides an efficient and affordable option for registered nurses without a baccalaureate degree to earn the degree Bachelor of Science in Nursing (BSN). A BSN nurse is well prepared to meet the complex challenges of today's healthcare environment.

The RN to BSN Completion Program builds on the foundation of the nurse's pre-licensure program and success on the NCLEX-RN examination. The program can be completed In three semesters, although many students may choose flexible part-time options to balance their educational program with their professional and personal life.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

RN to BSN Completion Program (NURB)

Semester 1		Lec	Lab	Credits
XXX XXX General Education Elective		22	9	26
FYE 1XX First Year Experience Elective		1	0	1
XXX XXX ADN Technical Coursework Elective		38	0	38
NUR 350	Nursing Advanced Standing: RN-BSN	13	0	13
First Year				
Semester 1				
NUR 400	Transition to the BSN Role	3	0	3
NUR 405	Healthcare Informatics for Clinical Decision Making	3	0	3
NUR 430	Health Outcome Measures and Quality Improvement Processes	3	0	3
MAT 131	Statistics 1	2	2	3
XXX XXX Cultural Diversity Elective		3	0	3
Semester 2				
NUR 410	Population-Based Community Healthcare: Theory and Concepts	3	3	4
NUR 415	Evidence-Based Practice, Research, Scholarship and Clinical Decision Making	3	0	3
NUR 420	Healthcare Policy, Ethical, and Legal Issues	3	0	3
XXX XXX Arts/ Humanities Elective		3	0	3
Semester 3				
NUR 425	Nursing Leadership and Management for Professional Practice	4	0	4
NUR 435	BSN Capstone Seminar	3	0	3
NUR 440	BSN Capstone Project	3	3	4
HST 1XX History Elective		3	0	3
Total Credits:		**113**	**17**	**120**

Electives

General Education Elective

NUR 300	Nursing Advanced Standing: General Education	26
or take all of the following:		
BIO 151	Anatomy and Physiology 1	26
& BIO 152	and Anatomy and Physiology 2	
& BIO 220	and Microbiology	
& MAT 105	and Quantitative Reasoning	
& PSY 110	and Introduction to Psychology	
& SOC 105	and Introduction to Sociology	
& ENG 101	and English Composition 1	
& ENG 102	and English Composition 2: Contemporary Issues	
or ENG 103	English Composition 2: Writing about Literature	
or ENG 104	English Composition 2: Technical Communication	
or ENG 105	English Composition 2: Business Communication	

ADN Technical Coursework Elective

NUR 310	Nursing Advanced Standing: Technical Coursework	38
or take one of the following complete groups:		
NUR 101	Nursing Concepts 1	38
& NUR 102	and Nursing Concepts 2	
& NUR 103	and Nursing Concepts 3	
& NUR 201	and Nursing Concepts 4	
& NUR 202	and Nursing Concepts 5	
NUR 150	Nursing Advanced Standing - LPN to ADN	38
& NUR 105	and Nursing LPN to ADN Transition	
& NUR 106	and Nursing LPN/ADN Bridge	
& NUR 201	and Nursing Concepts 4	
& NUR 202	and Nursing Concepts 5	

History Elective

Any OT36 Course from HST	3

Arts and Humanities Elective		
Any OT36 approved course from ART, LIT or PHI		3
Cultural Diversity Elective		
CULT 105	Issues in Human Diversity	3
HST 121	African American History: Origins to 1877	3
HST 122	African American History: 1877 to Present	3
PSY 220	Social Psychology	3
REL 105	World Religions	3
SOC 120	The African American Family	3
SOC 130	Sociology of Aging	3
SOC 140	Sociology of Gender	3
SOC 200	Race, Ethnicity, and Minorities	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

RN to BSN Completion Program (NURB)

- Integrate knowledge from the arts and sciences, nursing theory, and evidence-based practice into the design, implementation, and evaluation of patient-centered care for individuals, families, groups, communities, and populations across the continuum of healthcare.
- Utilize information systems and technology in conjunction with written, verbal, and nonverbal methods, to communicate about, collaborate on, and improve care decisions.
- Apply collaborative leadership and systems management skills when leading teams and when functioning as a member of healthcare interdisciplinary teams to achieve safe and cost-effective care and quality outcomes.
- Engage in learning-centered experiences and activities consistent with scope of practice and nursing standards that address the social determinants of health, reduce health disparities. and incorporate cultural sensitivity.
- Integrate the concepts of population-based nursing to manage alterations in health, promote wellness, and reduce health disparities for individuals, families, groups, communities, and populations.

Nursing (LPN to RN Progression) (NURP)

Nursing (LPN-to-RN Progression) (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 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.
- The concepts covered in NUR 105 and NUR 106 verify that students are competent in basic nursing skills, pediatric skills, and safe care of the pediatric patient in the clinical experiences.
- After successfully completing the first and second 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 in the associate degree curriculum. Students must pay a fee equivalent to one credit hour to apply for Advanced Standing credit.
- The Advanced Standing credits appear on the student's academic record as NUR 150, after the successful completion of the second semester courses.

After receiving Advanced Standing credit, the LPN-to-RN students join traditional Nursing students to complete the required courses NUR 201 and NUR 202. These courses cover medical-surgical, obstetrical, mental health, 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 admissions process. Two groups of students are admitted during each academic year, in spring and summer semesters.

Application materials and other information about the selective admission process are available from the Nursing program advisors.

The associate degree Nursing program is approved by the Ohio Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326. Phone: (404) 975-5000. Website: www.acenursing.org (https://www.acenursing.org/). More about the program accreditation is available on the LPN-to-RN Progression page of the College website (https://www.cincinnatistate.edu/academics/degree-certificate/nursing-lpn-to-rn-progression/).

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Nursing (LPN to RN Progression) (NURP)

Semester 1		Lec	Lab	Credits
NUR 150	Nursing Advanced Standing - LPN to ADN (**T**)	10	0	10
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 (**G**)	2	2	3
Semester 2				
NUR 105	Nursing LPN to ADN Transition (**B**)	3	3	4
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
Semester 3				
NUR 201	Nursing Concepts 4 (**T**)	7	12	11
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 4				
SOC 105	Introduction to Sociology (**G**)	3	0	3
NUR 202	Nursing Concepts 5 (**T**)	6	9	9
Total Credits:		**51**	**39**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Practical Nursing Certificate (PNC)

Practical Nursing Certificate (PNC)

The Cincinnati State Practical Nursing Certificate program offers classes at the Clifton Campus. The program is structured to be completed in three continuous semesters of study.

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.

Admission to the Practical Nursing Certificate program requires completion of Selective Admission requirements. Interested students should speak to an advisor in the Health and Public Safety Division.

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, proof of health insurance, 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.
- Complete all application requirements and meet submission deadlines for Selective Admission.
- Email the Selective Admission packet to: PNapplications@cincinnatistate.edu.

Because nursing is a dynamic profession, the program reserves the right to change the curriculum and/or admission requirements as necessary.

The Practical Nursing Certificate Program is approved by The Ohio Board of Nursing, 17 South High Street, Suite 400, Columbus, Ohio, 43215-3413. Phone: (614) 466-3947. Website: http://www.nursing.ohio.gov.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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
Semester 2				
PN 102	Practical Nursing Concepts 2	7	9	10
PSY 110	Introduction to Psychology	3	0	3
Semester 3				
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	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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 OTA program at Cincinnati State provides unique learning opportunities for students through the Eileen Berke Occupational Therapy Center. This training laboratory is a home adjacent to the Clifton Campus that has been modified with cabinetry, architectural installations, equipment, and furnishings designed to make daily life easier for individuals with disabilities or for those who simply wish to “age in place” in their own homes.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. The Accreditation Council for Occupational Therapy Education is affiliated with the American Occupational Therapy Association (AOTA).

Additional information is available on the OTA page (https://www.cincinnatistate.edu/academics/degree-certificate/occupational-therapy-assistant-technology-ota/) of the College website.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Occupational Therapy Assistant Technology (OTA)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
OTA 100	Introduction to Occupational Therapy Assisting (**B**)	3	0	3
OTA 105	Theory of Occupational Therapy (**B**)	3	0	3
OTA 106	Techniques of Occupational Therapy (**T**)	0	4	2
OTA 107	Clinical Competency Foundations for Occupational Therapy Assistant (**B**)	0	2	1
ENG 101	English Composition 1 (**G**)	3	0	3
BIO 151	Anatomy and Physiology 1 (**G**)	2	3	4
Semester 2				
OTA 120	Concepts and Skills of Occupational Therapy: Pediatrics (**T**)	2	0	2
OTA 121	Therapeutic Media for Occupational Therapy: Pediatrics (**T**)	0	4	2
OTA 180	Occupational Therapy Assisting Level I Fieldwork 1 (**T**)	1	5	2
PSY 110	Introduction to Psychology (**G**)	3	0	3
MAT 105	Quantitative Reasoning (**G**)	2	2	3
SOC 105	Introduction to Sociology (**B**)	3	0	3
Semester 3				
OTA 110	Concepts and Skills of Occupational Therapy: Psychosocial (**T**)	2	0	2
OTA 111	Therapeutic Media for Occupational Therapy: Psychosocial (**T**)	0	4	2
OTA 185	Occupational Therapy Assisting Level I Fieldwork 2 (**T**)	1	5	2
BIO 152	Anatomy and Physiology 2 (**B**)	3	2	4
ENG 10X English Composition Elective (**G**)		3	0	3
Semester 4				
OTA 280	Occupational Therapy Assisting Level I Fieldwork 3 (**T**)	1	4	2
OTA 231	Therapeutic Media for Occupational Therapy: Physical Disabilities (**T**)	0	6	3
OTA 233	Kinesiology for Occupational Therapy (**T**)	2	2	3
OTA 230	Concepts and Skills of Occupational Therapy: Physical Disabilities (**T**)	4	0	4
Semester 5				
OTA 245	Therapeutic Media Analysis for Occupational Therapy (**T**)	0	3	1
OTA 241	Fundamentals of Occupational Therapy Practice 1 (**T**)	1	0	1
OTA 294	OTA Level II Fieldwork 1 (**T**)	0	22	1
Semester 6				
OTA 295	OTA Level II Fieldwork 2 (**T**)	0	22	1
OTA 242	Fundamentals of Occupational Therapy Practice 2 (**T**)	1	0	1
Total Credits:		**41**	**90**	**62**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
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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

Occupational Therapy Assistant Technology (OTA)

- Demonstrate an understanding about the importance of cultural competency and sensitivity, including a focus on client issues related to diversity.
- Demonstrate knowledge about different delivery models and systems used in settings where occupational therapy is currently practiced and where it is emerging as a service.
- Articulate and apply knowledge about the importance of using client centered occupational therapy principles and intervention tools to achieve expected outcomes.

- Design occupation-based therapeutic interventions with individuals or groups for the purpose of participation in roles and situations in home, school, work place, community, and other settings.
- Safely apply occupational therapy interventions to include the physical, cognitive, psychosocial, sensory, and other aspects of performance in a variety of contexts and environments to support engagement in everyday life activities that affect health, wellbeing, and quality of life, in pediatric, psychiatry, and physical dysfunction settings.
- Recognize the importance of being current with best practice and public policy through involvement in state and/or national associations.
- Demonstrate an understanding about ethical OT practice through the ethical standards, values, and attitudes of the occupational therapy profession.
- Understand and distinguish between the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process related to clinical practice.
- Identify the need to advocate as a professional for the occupational therapy services offered and for the recipients of those services.
- Develop and achieve entry level competence as an OTA through a combination of academic and Level I/II fieldwork education.

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 Council on Exercise (ACE) 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Personal Fitness Trainer Certificate (PFTC)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
EXS 151	Principles of Exercise Assessment and Prescription	2	2	3
Semester 2				
EXS 152	Exercise Programming	2	2	3
Total Credits:		**4**	**4**	**6**

Phlebotomy Technician Certificate (PBTC)

Phlebotomy Technician Certificate (PBTC)

The Phlebotomy Certificate program prepares students with entry-level skills to collect, process, and transport blood and other body fluids for the prevention, diagnosis, and treatment of disease. Students are required to complete unpaid clinical practice in a hospital or an outpatient clinic.

Graduates are employed in hospital laboratories and other healthcare settings.

Students who complete the program are eligible to sit for the American Society for Clinical Pathology (ASCP) Board of Registry Examination.

Admission to the Phlebotomy Technician Certificate Program requires completion of Selective Admission requirements. Interested students should speak to an advisor.

The Phlebotomy Technician Certificate is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5620 N. River Rd., Suite 720, Rosemont, IL 60018. Phone: (773) 714-8880.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Phlebotomy Technician Certificate (PBTC)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
XXX 1XX Introduction to College Elective		1	0	1
MCH 101	Medical Terminology 1	2	0	2
COMM 105	Interpersonal Communication	3	0	3
Semester 2				
PBT 100	Phlebotomy Principles and Techniques	2	3	3
PBT 180	Phlebotomy Practicum	1	8	2
Total Credits:		**9**	**11**	**11**

Electives

Introduction to College Elective		
HLT 100	Becoming a Health Care Professional	1
FYE 100	Essentials for College Success	1

FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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 (EMPT-M) (p. 200) - This associate's degree prepares students for supervisory and administrative roles within the field of Emergency Medical Services.
- Emergency Medical Technician - Paramedic Science (EMPT-S) (p. 201) - 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 (EMTC) (p. 199) - 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 (EMTPC) (p. 201) - 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** program offers two associate degrees:

- The **Fire Service Technology (FST)** associate's degree program prepares students for entry-level jobs in fire service as a firefighter/emergency medical technician.
- The Fire Service Leadership (FSTL) (p. 204) 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 department also offers seven certificates:

- The Fire Service Certificate (FSTC) (p. 205) provides specific education, training, and skills needed to obtain employment at a fire department.
- The Fire Officer Professional Certificate (FOPC) (p. 203) prepares the firefighter for the role of fire officer at the supervisory/managerial level, using National Fire Protection Association (NFPA) 1021: Standard for Fire Officer Professional Qualifications.
- The Fire Officer 1 Certificate (FO1C) (p. 203) prepares students for the role of company officer, using objectives of the National Fire Protection Association (NFPA) 1021: Fire Officers Professional Qualifications Level I.
- The Fire Officer 2 Certificate (FO2C) (p. 203) meets the job performance requirements of National Fire Protection Association (NFPA) 1021: Managing Fire Officer, and applies the leadership standards published by the International Association of Fire Chiefs in the Officer Development Handbook.
- The Fire Safety Inspector Certificate (FSIPC) (p. 203) provides instruction on fire safety inspection procedures and responsibilities, using the objectives for National Fire Protection Association (NFPA) 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner.
- The Professional Firefighter Certificate (PFC) (p. 205) provides basic practical and cognitive training needed to operate safely and effectively on the fireground, as well as advanced firefighting knowledge related to incident report writing, flammable liquid fires, fire ground command, evidence preservation, pre-incident survey, and equipment maintenance.
- The Hazard Recognition Officer Certificate (HROC) (p. 207) provides the knowledge, skills, and abilities needed to conduct fire and life safety inspections in Ohio.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Emergency Medical Technician—Basic Certificate (EMTC)

Semester 1		Lec	Lab	Credits
EMS 110	Emergency Medical Technician Theory and Practice	5	4	7
Total Credits:		**5**	**4**	**7**

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.

Students must meet with the program chair or designee to be placed onto the eligibility list for the three Paramedic Theory and Practice courses. 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.

Students are eligible to earn advanced standing credit for industry credentials. Students who earn all possible advanced standing credit can complete the remainder of the degree program by taking online courses.

The Cincinnati State EMT program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

- Commission on Accreditation of Allied Health Education Programs - Website: www.caahep.org (https://www.caahep.org/). Phone (727) 210-2350).
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions - Website: www.coaemsp.org (https://coaemsp.org/). Phone (214) 703-8445.

The Paramedic curriculum has been approved 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. Ohio #349

The Paramedic curriculum has been approved by the Kentucky Board of Emergency Medical Services, 2464 Fortune Drive, Suite 195, Lexington, KY 40509. Kentucky TEI-322

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

EMT Paramedic—Management Major (EMTP-M)

Program Prerequisites: EMS 110 Emergency Medical Technician Theory and Practice or EMT 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
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
MAT 131	Statistics 1 (**G**)	2	2	3
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				
MGT 220	Leadership (**B**)	3	0	3
XXX XXX	Technical Elective (**T**)	3	0	3
XXX 1XX	Paramedic Anatomy / Physiology Elective (**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	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3

Paramedic Anatomy / Physiology Elective

BIO 117	Human Body in Health and Disease	3
BIO 151 & BIO 152	Anatomy and Physiology 1 and Anatomy and Physiology 2	8
EMS 120	Paramedic Anatomy and Physiology	3
Technical Elective		
LBR 105	Introduction to Labor and Employee Relations	3
NDR 100	Introduction to Conflict Studies	3
FST 228	Legal Aspects of the Emergency Services	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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

Emergency Medical Services (EMTP-M, EMTP-S)

- Perform an extensive patient assessment based on chief complaint and present history.
- Develop a differential diagnosis.
- Develop a field diagnosis.
- Formulate a plan of care.
- Implement appropriate treatment.
- Evaluate results of treatment and change as needed.
- Consult with first responders, EMS partners, and hospital personnel.
- Safely deliver patient to terminal institution.

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.

Students must meet with the program chair or designee to be placed on the eligibility list for the three Paramedic Theory and Practice courses. 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.

The Cincinnati State EMT program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

- Commission on Accreditation of Allied Health Education Programs - Website: www.caahep.org (https://www.caahep.org/). Phone (727) 210-2350).
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions - Website: www.coaemsp.org (https://coaemsp.org/). Phone (214) 703-8445.

The Paramedic curriculum has been approved 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. Ohio #349

The Paramedic curriculum has been approved by the Kentucky Board of Emergency Medical Services, 2464 Fortune Drive, Suite 195, Lexington, KY 40509. Kentucky TEI-322

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Emergency Medical Technician - Paramedic Certificate (EMTPC)

Students who have already earned the credential National Registry Emergency Medical Technician (NREMT) may continue their education in the Paramedic certificate program. Students must meet with the program chair or designee to be placed onto the eligibility list for the three Paramedic Theory and Practice courses.

The certificate program prepares competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the level of Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder.

Classes are offered each semester at three Cincinnati State locations:

- Clifton Campus
- Campbell County (Kentucky)
- Colerain Township

The Cincinnati State EMT program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

- Commission on Accreditation of Allied Health Education Programs - Website: www.caahep.org (https://www.caahep.org/). Phone (727) 210-2350).
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions - Website: www.coaemsp.org (https://coaemsp.org/). Phone (214) 703-8445.

The Paramedic curriculum has been approved 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. Ohio #349

The Paramedic curriculum has been approved by the Kentucky Board of Emergency Medical Services, 2464 Fortune Drive, Suite 195, Lexington, KY 40509. Kentucky TEI-322

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

EMT Paramedic—Science Major (EMTP-S)

Program Prerequisites: EMS 110 Emergency Medical Technician Theory and Practice or EMT Certification in the State of Ohio.

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (**G**)	3	0	3
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
MAT 131	Statistics 1 (**G**)	2	2	3
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:		**51**	**49**	**63**

First Year Experience Elective

FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

Emergency Medical Technician—Paramedic Certificate (EMTPC)

Semester 1		Lec	Lab	Credits
EMS 110	Emergency Medical Technician Theory and Practice	5	4	7
Semester 2				
XXX 1XX	Paramedic Anatomy / Physiology Elective	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**

Paramedic Anatomy / Physiology Elective

BIO 151 & BIO 152	Anatomy and Physiology 1 and Anatomy and Physiology 2	8

EMS 120	Paramedic Anatomy and Physiology	3
BIO 117	Human Body in Health and Disease	3

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- This curriculum displays only course numbers without the added letter.
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Emergency Medical Services (EMTP-M, EMTP-S)

- Perform an extensive patient assessment based on chief complaint and present history.
- Develop a differential diagnosis.
- Develop a field diagnosis.
- Formulate a plan of care.
- Implement appropriate treatment.
- Evaluate results of treatment and change as needed.
- Consult with first responders, EMS partners, and hospital personnel.
- Safely deliver patient to terminal institution.

Fire Officer Professional Certificates (FOPC, FO1C, & FO2C)

Fire Officer Professional Certificate (FOPC)

The Fire Officer Professional Certificate prepares the firefighter for the role of fire officer at the supervisory/managerial level, using National Fire Protection Association (NFPA) 1021: Standard for Fire Officer Professional Qualifications.

Firefighters who successfully complete this certificate will meet the job performance requirements for Fire Officers Professional Qualifications Level I and Level II.

Students must possess an Ohio Firefighter II certification and Fire Instructor certification to enter the program.

Fire Officer 1 Certificate (FO1C)

The Fire Officer 1 certificate prepares students for the role of company officer, using objectives of the National Fire Protection Association (NFPA) 1021: Fire Officers Professional Qualifications Level I.

Topics covered include human resource management, community and government relations, inspections, investigations, emergency service delivery, and safety.

Students must possess an Ohio Firefighter II certification and Fire Instructor certification to enter the program.

Fire Officer 2 Certificate (FO2C)

The Fire Officer 2 Certificate meets the job performance requirements of National Fire Protection Association (NFPA) 1021: Managing Fire Officer, and applies the leadership standards published by the International Association of Fire Chiefs in the Officer Development Handbook.

To enter this certificate program, students must complete the course FST 161 or equivalent, and possess Ohio Firefighter II certification and Fire Instructor certification.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Fire Officer Professional Certificate (FOPC)

Semester 1		**Lec**	**Lab**	**Credits**
FST 161	Fire Officer 1	4	0	4
Semester 2				
FST 162	Fire Officer 2	4	0	4
Total Credits:		**8**	**0**	**8**

Fire Officer 1 Certificate (FO1C)

Semester 1		**Lec**	**Lab**	**Credits**
FST 161	Fire Officer 1	4	0	4
Total Credits:		**4**	**0**	**4**

Fire Officer 2 Certificate (FO2C)

Semester 1		**Lec**	**Lab**	**Credits**
FST 162	Fire Officer 2	4	0	4
Total Credits:		**4**	**0**	**4**

Fire Safety Inspector Certificate (FSIPC)

Fire Safety Inspector Certificate (FSIPC)

The Fire Safety Inspector certificate provides instruction on fire safety inspection procedures and responsibilities, using the objectives for National Fire Protection Association (NFPA) 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner.

After successfully completing the certificate, students who are members of an Ohio Fire Department may take the state exam for Fire Safety Inspector.

To enter the program, students must hold a current Ohio Firefighter certificate and be employed by an Ohio firefighting agency.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Fire Safety Inspector Certificate (FSIPC)

Semester 1		Lec	Lab	Credits
FST 268	Fire Safety Inspector	2	3	3
Total Credits:		**2**	**3**	**3**

Fire Service Instructor Certificate (FSIC)

Fire Service Instructor Certificate (FSIC)

The Fire Service Instructor Certificate prepares students to earn certification as an Ohio Fire Instructor. After successfully completing the certificate, students can take the Instructor Techniques Exam offered by the Ohio Department of Public Safety, Division of Emergency Medical Services.

To enter the program, students must have at least five years of experience (within the last seven years) as an Ohio-certified firefighter, hold a valid Ohio firefighter certificate in good standing, and have passed the Firefighter Level II Ohio Instructor knowledge examination within the past year.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Fire Service Instructor Certificate (FSIC)

Semester 1		Lec	Lab	Credits
FST 265	Fire Service Instructor	2	3	3
Total Credits:		**2**	**3**	**3**

Fire Service Leadership (FSTL)

Fire Service Leadership (FSTL)

The Fire Service Leadership program provides additional knowledge and expertise for certified firefighters who are interested in furthering their careers while earning an Associate of Applied Science degree.

The program curriculum addresses many challenging community needs that fire service professionals must be prepared to meet. In addition to being experts in fire behavior and safety, effective leaders in today's fire service must display decisive internal and external communication, be familiar with laws that govern Fire/EMS, embrace diversity within the department and community, and incorporate changing technologies and skills into their fire department Standard Operating Guidelines.

Firefighters must have at least four years of experience prior to entering the program.

Students are eligible to earn advanced standing credit for industry credentials. Students who earn all possible advanced standing credit can complete the remainder of the degree program by taking online courses.

Students must earn grades of C or better in all FST classes.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Fire Service Leadership (FSTL)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (**G**)	3	0	3
FST 126	Fire Protection Systems (**B**)	2	0	2
FYE 1XX First Year Experience Elective (**B**)		1	0	1
MGT 101	Principles of Management (**B**)	3	0	3
Semester 2				
FST 129	Fire Prevention (**T**)	3	0	3
FST 1XX Fire Service Technology Elective (**B**)		3	0	3
LDR 100	Introduction to Leadership (**B**)	3	0	3
MGT 105	Human Resource Management (**T**)	3	0	3
Semester 3				
ENG 10X English Composition Elective (**G**)		3	0	3
MAT 1XX Mathematics Elective (**G**)		2	2	3
LDR 120	Inclusive Leadership (**T**)	3	0	3
NDR 100	Introduction to Conflict Studies (**B**)	3	0	3
Semester 4				
COMM 105	Interpersonal Communication (**G**)	3	0	3
FST 223	Principles of Fire and Emergency Services Safety and Survival (**T**)	2	0	2
LDR 225	Leading Teams (**T**)	2	2	3
XXX XXX Social Science Elective (**G**)		3	0	3
Semester 5				
FST 265	Fire Service Instructor (**T**)	2	3	3
FST 161	Fire Officer 1 (**T**)	4	0	4

LDR 230	Ethical Leadership (**T**)	2	0	2
Semester 6				
FST 228	Legal Aspects of the Emergency Services (**T**)	3	0	3
FST 226	Building Construction for Fire Protection (**T**)	3	0	3
FST 162	Fire Officer 2 (**T**)	4	0	4
Total Credits:		**60**	**7**	**63**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Fire Service Technology Elective		
FST 120	Fire Behavior and Combustion	2
FST 258	Rapid Assistance and Self-Rescue Operations	2
FST 268	Fire Safety Inspector	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
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
Social Science Elective		
PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

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- The alternative version, when available, meets the requirements of the course version without the added letter.

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 Safety (FST, FSTL)

- Perform and function as a Firefighter 2 certified by Ohio Department of Public Safety (ODPS) and nationally accredited by National Board on Fire Service Professional Qualifications (commonly known as the Pro Boards).
- Perform and function as an Emergency Medical Technician (EMT) certified as an Ohio and National EMT.
- Demonstrate the importance and value of functioning as a team member at emergency scenes.
- Provide additional value to the community through non-emergency assistance involving life safety education, inspections, and support at community events.
- Promote and practice safety at all fire department and community functions.
- Display and promote a healthy lifestyle and environment.

Fire Service Technology & Fire Service Certificates (FST, FSTC, & PFC)

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. 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 to the Ohio Department of Public Safety on questionable cases.
- Have the Physical Exam Form (for firefighters) completed by a qualified physician.
- Present copies of previous certifications held pertaining to firefighting and emergency medical services.

Graduates who complete the associate's degree may continue their education at the University of Cincinnati to earn a bachelor's degree.

The Fire Service Technology 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.

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.

Professional Firefighter Certificate (PFC)

The Professional Firefighter Certificate provides basic practical and cognitive training needed to operate safely and effectively on the fireground, as well as advanced firefighting knowledge related to incident report writing, flammable liquid fires, fire ground command, evidence preservation, pre-incident survey, and equipment maintenance.

Students who successfully complete the certificate are prepared to take State of Ohio exams for initial certification as a Firefighter or an Emergency Medical Technician.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Fire Service Technology (FST)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
FST 101	Fire Cadet Fundamentals (**B**)	1	2	2
FST 105	Firefighter Physical Preparedness (**T**)	1	2	2
EMS 110	Emergency Medical Technician Theory and Practice (**T**)	5	4	7
FST 136	Emergency Vehicle Operator (**T**)	0	2	1
Semester 2				
FST 131	Firefighter Professional 1 (**B**)	4	6	6
ENG 101	English Composition 1 (**G**)	3	0	3
FST 123	Principles of Emergency Services (**B**)	3	0	3
FST 120	Fire Behavior and Combustion (**T**)	2	0	2
Semester 3				
FST 129	Fire Prevention (**T**)	3	0	3
FST 132	Firefighter Professional 2 (**T**)	3	6	5
1XX Mathematics Elective (**G**)		2	2	3
10X English Composition Elective (**G**)		3	0	3
Semester 4				
FST 126	Fire Protection Systems (**T**)	2	0	2
FST 143	Hazard Recognition Officer (**T**)	2	2	3
FST 228	Legal Aspects of the Emergency Services (**T**)	3	0	3
XXX XXX Social Science Elective (**G**)		3	0	3
XXX XXX EMS / FST Elective (**T**)		1	3	2
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 1XX Communication Elective (**B**)		3	0	3
PHI 110	Ethics (**G**)	3	0	3
Total Credits:		**53**	**29**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 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
Social Science Elective		
PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3
EMS / FST Elective		
EMS 120	Paramedic Anatomy and Physiology	3
FST 258	Rapid Assistance and Self-Rescue Operations	2
FST 294	Internship 1: Fire Service Technology	2
Communication Elective		
COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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

Fire Service Certificate (FSTC)

Semester 1		Lec	Lab	Credits
FST 105	Firefighter Physical Preparedness	1	2	2
FST 101	Fire Cadet Fundamentals	1	2	2
FST 136	Emergency Vehicle Operator	0	2	1
EMS 110	Emergency Medical Technician Theory and Practice	5	4	7
Semester 2				
FST 131	Firefighter Professional 1	4	6	6
FST 123	Principles of Emergency Services	3	0	3
FST 120	Fire Behavior and Combustion	2	0	2
Semester 3				
FST 132	Firefighter Professional 2	3	6	5
XXX XXX - FST/EMS Elective		3	0	3
Total Credits:		**22**	**22**	**31**

Electives

FST/EMS Elective		
FST 129	Fire Prevention	3
FST 143	Hazard Recognition Officer	3
EMS 120	Paramedic Anatomy and Physiology	3

Professional Firefighter Certificate (PFC)

Semester 1		Lec	Lab	Credits
EMS 110	Emergency Medical Technician Theory and Practice	5	4	7
FST 101	Fire Cadet Fundamentals	1	2	2
FST 105	Firefighter Physical Preparedness	1	2	2
FST 136	Emergency Vehicle Operator	0	2	1
Semester 2				
FST 13X Firefighter Professional Elective		8	12	11
Total Credits:		**15**	**22**	**23**

Electives

Firefighter Professional Elective		
FST 135	Career Firefighter	11
FST 131 & FST 132	Firefighter Professional 1 and Firefighter Professional 2	11

Fire Safety (FST, FSTL)

- Perform and function as a Firefighter 2 certified by Ohio Department of Public Safety (ODPS) and nationally accredited by National Board on Fire Service Professional Qualifications (commonly known as the Pro Boards).
- Perform and function as an Emergency Medical Technician (EMT) certified as an Ohio and National EMT.
- Demonstrate the importance and value of functioning as a team member at emergency scenes.
- Provide additional value to the community through non-emergency assistance involving life safety education, inspections, and support at community events.
- Promote and practice safety at all fire department and community functions.
- Display and promote a healthy lifestyle and environment.

Hazard Recognition Officer Certificate (HROC)

Hazard Recognition Officer Certificate (HROC)

The Hazard Recognition Officer Certificate provides the knowledge, skills, and abilities needed to conduct fire and life safety inspections in Ohio. Students who successfully complete the certificate are prepared to take the exam for Ohio EMS Hazard Recognition Officer (HRO) certification.

To enter the program, students must hold a current and valid Ohio Firefighter certificate.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Hazard Recognition Officer Certificate (HROC)

Semester 1		Lec	Lab	Credits
FST 143	Hazard Recognition Officer	2	2	3
Total Credits:		**2**	**2**	**3**

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), 264 Precision Blvd., Telford, TN 37690. Phone: (817) 283-2835. Website: www.coarc.com (https://coarc.com/).

The CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an "outcomes based" process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented.

To view Cincinnati State outcomes data, go to https://www.coarc.com/students/programmatic-outcomes-data (https://coarc.com/students/programmatic-outcomes-data/) and scroll to the links to program outcomes. Cincinnati State is Program No. 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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 with a C or better; 2.75 overall GPA for at least 12 credit hours earned from the most recent qualifying institution; and ready 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 10X English Composition Elective (**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**

Electives

First Year Experience Elective		**1**
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
English Composition Elective (2nd English course)		
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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

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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

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T = Technical course in this curriculum

Respiratory Care Technology (RC)

- Gather and evaluate clinical data.
- Assemble and troubleshoot equipment.
- Perform airway management, airway clearance and lung expansion therapies; support oxygenation and ventilation; administer medications and specialty gases; and perform or assist in diagnostic procedures.
- Evaluate the appropriateness of therapy.
- Recommend modifications or changes to therapy using principles of evidence-based medicine.
- Initiate and conduct patient/family education.
- Demonstrate adherence to infection control standards.
- Demonstrate professional conduct to include appropriate verbal and non-verbal communication, attendance and punctuality, respect for others, flexibility, cooperation, and teamwork.

Surgical Technology and Surgical Technology First Assistant Certificate (ST & STFAC)

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 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.

Accreditation: 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 (https://www.caahep.org/) | https://arcstsa.org (https://arcstsa.org/).

Credentialing: Graduates earn an Associate of Applied Science degree and are prepared to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination for designation as a Certified Surgical Technologist (CST).

Program Outcomes: The pass rate for the Certified Surgical Technology exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) for May 2023 graduates was 89%.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Surgical Technology First Assistant Certificate (STFAC)

Note: This certificate program is not currently enrolling new students.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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**)	3	2	4
MAT 105	Quantitative Reasoning (**G**)	2	2	3
ST 100	Introduction to Surgical Technology (**T**)	1	0	1
FYE 1XX First Year Experience Elective (**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**)	3	2	4
BIO 220	Microbiology (**G**)	2	3	3
ST 101	Surgical Foundations and Procedures 1 (**T**)	6	0	6

ST 111	Surgical Principles and Practice 1 (**B**)	1	3	2
Semester 2				
MCH 101	Medical Terminology 1 (**B**)	2	0	2
ST 102	Surgical Foundations and Procedures 2 (**T**)	6	0	6
ST 112	Surgical Principles and Practice 2 (**B**)	1	3	2
ST 181	Surgical Technology Clinical Skills Application 1 (**T**)	1	3	2
Semester 3				
COMM 105	Interpersonal Communication (**G**)	3	0	3
ENG 101	English Composition 1 (**G**)	3	0	3
ST 201	Advanced Surgical Procedures 1 (**T**)	4	0	4
ST 182	Surgical Technology Clinical Skills Application 2 (**T**)	0	6	2
Third Year				
Semester 1				
ENG 105	English Composition 2: Business Communication (**G**)	3	0	3
ST 202	Advanced Surgical Procedures 2 (**T**)	4	0	4
ST 281	Surgical Technology Clinical Directed Practice 1 (**T**)	1	24	5
Semester 2				
ST 282	Surgical Technology Clinical Directed Practice 2 (**T**)	1	24	5
Total Credits:		**48**	**72**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4

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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, 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**

Surgical Technology (ST)

- Students will be able to establish and maintain a safe surgical environment by correctly applying principles of asepsis.
- Graduates will demonstrate basic knowledge, function, classification, care, and handling of surgical instrumentation.
- Graduates will demonstrate entry level knowledge of pharmacology and medical terminology.
- Graduates will demonstrate basic skills and knowledge essential for the various roles of a surgical technologist.
- Graduates will demonstrate basic surgical procedures for development of skills in the scrub role.
- Graduates will demonstrate the ethical, legal, and professional responsibilities associated with the care of the surgical patient.
- Graduates will demonstrate advanced complex knowledge in specialty surgical procedures by reinforcement of scrub skills.
- Graduates will demonstrate real world practical experiences for application of theory and simulated skills through clinicals.
- Graduates will successfully complete/pass the National Certification Examination and obtain the Certified Surgical Technologist (CST) designation.

Humanities and Sciences Division

Division Office: Main Building Room 232, Clifton Campus

Division Phone Number: (513) 569-1700

Dean: Geoffrey Woolf

Associate Deans: Dr. Angela Haensel and Janet Schlaak

The Humanities and Sciences Division provides **general education** for students in all Cincinnati State degrees and certificates. The Division also offers **college-transfer associate's degrees** and **career-technical associate's degrees and certificates** in education and helping professions.

The Humanities and Sciences Division supports student success with creative, student-focused instruction; robust individualized support; and extracurricular opportunities. The Division promotes career success and lifelong learning through experiential learning, collaborative experience, and focus on civic engagement.

The Humanities and Sciences Division offers two associate's degrees for students who plan to continue in a bachelor's degree program immediately after graduating from Cincinnati State:

- Associate of Arts (AARTS) (p. 213)
- Associate of Science (ASCI) (p. 215)

The Division also offers four Associate of Applied Science degrees that prepare students for immediate employment:

- American Sign Language Interpreter Training (ITP) (p. 221)
- Early Childhood Education (ECE) (p. 216)
- Human and Social Services (HSS) (p. 218)
- Human and Social Services - Addiction Studies Major (HSSAD) (p. 219)

The Division offers an Associate of Technical Studies degree for individuals currently working in law enforcement who want to advance in their field:

- Law Enforcement (ATSLE) (p. 223)

The Division also offers several certificate programs:

- Addiction Studies (ADSC) (p. 212)
- Deaf Studies (DSC) (p. 221)
- Intellectual and Developmental Disabilities (IDDC) (p. 220)
- Intellectual and Developmental Disabilities Core Skills (IDDCSC) (p. 220)
- Leadership (LDRC) (p. 228)
- Community Leadership (CLDC) (p. 226)
- Ohio Transfer 36 Certificate (OTMC) (p. 230)

College Orientation

An online New Student Orientation program is available for all Cincinnati State students. For more information visit the New Student Orientation (https://www.cincinnatistate.edu/new-student-orientation/) page on the College website.

To prepare for success in college, degree-seeking students are required to complete a college First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State. For more information about the FYE course offerings, see the First Year Experience Requirement (p. 231) section of this Catalog.

Placement in English and Mathematics

To ensure success in academic studies in Humanities and Sciences, entering students will meet with an academic advisor who will help them to identify the appropriate level for classes the student is selecting. Individualized preparatory materials and support are available year-round 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. 32) section of this Catalog.

Tutoring Center, Writing Center, and Math Center

The **Writing Center** in Main Building Room 235 (Clifton Campus) offers instructional support at no charge to all Cincinnati State students and members of the community to improve the quality of their writing and enhance their performance in courses with writing requirements. Staff members are qualified, experienced writing instructors who provide guidance to students in all facets of the writing process. Writing Center assistance is available both in person and virtually using web-conferencing tools such as Zoom, by appointment and on a walk-in basis.

The **Math Center** in Main Building Room 228 (Clifton Campus) offers instructional support at no charge to Cincinnati State students and members of the community to improve their mathematics skills and enhance their performance in any course that includes mathematics. Math Center assistance is provided on a walk-in basis in person and virtually using web-conferencing tools such as Zoom.

The **Tutoring Center** in Main Building Room 261 (Clifton Campus) serves as a resource to support, improve, and enhance student learning. Tutoring is available for Biology, Chemistry, Math, and other courses, as well as assistance in reading, study skills, and personal computing. Tutoring can be provided for most courses when students request assistance. In addition to faculty and staff tutors,

student tutors provide peer-to-peer support. Student tutors have received an A or B in their coursework and must be recommended by Cincinnati State faculty members. Student tutors are trained to provide effective support.

Ohio Transfer 36

The Ohio Department of Higher Education developed the Ohio Transfer 36 to facilitate transfer of credits from one Ohio public college or university to another. The Ohio Transfer 36 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 completed Ohio Transfer 36 at one college or university automatically meets the requirements for the Ohio Transfer 36 at another college or university once the student is admitted. For additional information, see the Transferring College Credit (p. 37)and the Ohio Transfer 36 (p. 235) sections of this Catalog.

The Associate of Arts and Associate of Science degrees contain all of the required courses for the Ohio Transfer 36. 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 Ohio Transfer 36 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 Ohio Transfer 36 completion, leads to preferential consideration at the receiving institution.

Addiction Studies Certificates (ADSC, CDCA1C, & CDCA2C)

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 (CDCA).

Students who complete the certificate and also complete an Associate of Arts degree with focus in social or behavioral sciences, or an Associate of Applied Science degree in Human and Social Services, may seek credentialing as a Licensed Chemical Dependency Counselor II (LCDC II).

Students who would like to pursue LCDC II licensure should meet with an academic advisor in the Humanities & Sciences Division for guidance and to learn more about additional credentialing requirements.

Students earning a degree in Nursing or another health-related field may wish to complete the Addiction Studies Certificate as a related credential.

Chemical Dependency Counselor Assistant Certificate 1 (CDCA1C)

The Chemical Dependency Counselor Assistant Certificate 1 meets the educational requirements for the State of Ohio Chemical Dependency Counselor Assistant Preliminary credential (CDCA PRE). Coursework includes cultural competence, causes of drug abuse, prevention of drug abuse, early intervention, and treatment programs.

After successfully completing the CDCA1 Certificate, students should apply for their CDCA PRE credential before starting additional courses in Addiction Studies (ADC) or Human & Social Services (HSV). Students must hold their CDCA PRE for a minimum of 10 months, but no more than 13 months, before applying for the Ohio CDCA Renewable credential.

For information on the credential in the State of Ohio, see the Ohio Chemical Dependency Professionals Board website: https://ocdp.ohio.gov/get-certified-licensed/treatment/cdca/01-cdca (https://ocdp.ohio.gov/get-certified-licensed/treatment/cdca/01-cdca/).

Chemical Dependency Counselor Assistant Certificate 2 (CDCA2C)

The Chemical Dependency Counselor Assistant Certificate 2 meets the educational requirements for the State of Ohio Renewable Chemical Dependency Counselor Assistant (CDCA) credential. Coursework includes counseling and interviewing techniques, ethics in addiction treatment, and relapse prevention and treatment.

Prior to beginning the CDCA2 Certificate, students must hold their CDCA PRE credential. Students must hold the CDCA PRE for a minimum of 10 months, but no more than 13 months, before applying for the CDCA Renewable credential.

For information on the credential in the State of Ohio, see the Ohio Chemical Dependency Professionals Board website: https://ocdp.ohio.gov/get-certified-licensed/treatment/cdca/01-cdca (https://ocdp.ohio.gov/get-certified-licensed/treatment/cdca/01-cdca/).

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Addiction Studies Certificate (ADSC)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective		1	0	1
ADC 100	Drugs in Society	3	0	3
ENG 101	English Composition 1	3	0	3
PSY 110	Introduction to Psychology	3	0	3
ADC 105	Addiction, Counseling, and Diversity	3	0	3
Semester 2				
ADC 115	Ethics in Addiction Treatment	3	0	3

ADC 125	Relapse, Treatment, and Prevention	3	0	3
XXX XXX Technical Elective		3	0	3
HSV 115	Counseling and Interviewing Techniques	3	0	3
Semester 3				
ADC 200	Dual Diagnosis: Substance Abuse and Mental Illness	4	0	4
HSV 210	Treatment Planning and Documentation	3	0	3
Total Credits:		**32**	**0**	**32**

Electives

FYE Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4
Technical Elective		
HSV 215	Group Work in Human Services	4
HSV 220	Family Theory and Services	4
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

Chemical Dependency Counselor Assistant Certificate 1 (CDCA1C)

Semester 1		**Lec**	**Lab**	**Credits**
ADC 100	Drugs in Society	3	0	3
ADC 105	Addiction, Counseling, and Diversity	3	0	3
Total Credits:				**6**

Chemical Dependency Counselor Assistant Certificate 2 (CDCA2C)

Semester 1		**Lec**	**Lab**	**Credits**
ADC 115	Ethics in Addiction Treatment	3	0	3
ADC 125	Relapse, Treatment, and Prevention	3	0	3
HSV 115	Counseling and Interviewing Techniques	3	0	3
Total Credits:		**9**	**0**	**9**

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
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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.

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 can prepare for bachelor's degree majors in Psychology, Social Work, Criminal Justice, Communications, English, History, Organizational Leadership, Middle and Secondary Education, and other areas of study.

The Associate of Arts degree includes the Ohio Transfer 36 (formerly 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.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Associate of Arts (AARTS)

Semester 1		**Lec**	**Lab**	**Credits**
HUM 100	Introduction to Transfer Planning	1	0	1
FYE 1XX First Year Experience Elective		1	0	1
ENG 101	English Composition 1	3	0	3
MAT XXX OT36 Mathematics Elective		2	2	3
XXX XXX OT36 Arts/ Humanities Elective 1		3	0	3
XXX XXX Directed Elective 1		3	0	3
Semester 2				

ENG 10X English Composition Elective		3	0	3
XXX XXX OT36 Social/ Behavioral Sciences Elective 1		3	0	3
XXX XXX Directed Elective 2		3	0	3
XXX XXX Directed Elective 3		3	0	3
HUM 190	Career Exploration Seminar: Associate of Arts / Associate of Science	2	0	2
Semester 3				
XXX XXX OT36 Arts/ Humanities Elective 2		3	0	3
XXX XXX OT36 Social/ Behavioral Sciences Elective 2		3	0	3
HUM 29X Co-op/ Internship Elective		1	40	2
Semester 4				
XXX XXX OT36 Natural/ Physical Sciences Elective 1		2	2	3
XXX XXX OT36 Elective 1		3	0	3
XXX XXX OT36 Elective 2		3	0	3
XXX XXX Directed Elective 4		3	0	3
Semester 5				
XXX XXX OT36 Natural/ Physical Sciences Elective 2		2	2	3
XXX XXX OT36 Elective 3		3	0	3
XXX XXX Directed Elective 5		3	0	3
XXX XXX Directed Elective 6		3	0	3
Total Credits:		**56**	**46**	**60**

Electives

Students should consult with their advisor when choosing any electives to ensure maximum transferability of credits. Courses not listed here may be applied to the degree requirements only with the permission of an advisor.

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.

First Year Experience Elective		
Any FYE Course or HNR 100		
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
Ohio Transfer 36 Mathematics Elective [1]		
Any Ohio Transfer 36 Approved course from MAT		
Ohio Transfer 36 Arts/Humanities Electives [1]		
Any Ohio Transfer 36 Approved Course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
Ohio Transfer 36 Social/Behavioral Sciences Electives [1]		
Any Ohio Transfer 36 Approved Course from ECO, GEO, HST, LBR, POL, PSY, SOC		
Ohio Transfer 36 Natural/Physical Sciences Electives [1]		
Any Ohio Transfer 36 Approved Course from BIO, CHE, EVS, PHY, PSC		
OT36 Electives (Minimum of 9 Credit Hours) [1]		
Any OT36 Approved Course		
Directed Electives		
Any course from ADC, ART, ASL, BIO, CHE, COMM, CRJ, CULT, ECO, EDU, ENG, FRN, GEO, HST, HSV, LDR, LIT, MAT, MUS, PHI, PHY, POL, PSY, REL, SOC, SPN, SWK, THE		
Co-op/Internship Electives		
HUM 294	Internship: Associate of Arts and Sciences	2
HUM 296	Full-Time Career Education Project: Associate of Arts and Sciences	2

[1] For a complete list of Ohio Transfer 36 Approved courses, please see the Ohio Transfer 36 page in this catalog.

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

Associate of Arts (AARTS)

- Understand the needs of a professional setting aligned with the specific major of study for transfer.
- Understand fundamental principles related to the specific major of study for transfer, in accordance with the departmental learning outcomes of their intended transfer major.
- Understand the value and process of transfer to a four-year institution to complete a baccalaureate credential.

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.

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 can prepare for bachelor's degree programs in Biology, Chemistry, Physics, Mathematics, and Pre-Professional Sciences, such as Pre-Medicine, Pre-Pharmacy, Pre-Dentistry, and Pre-Veterinary Medicine.

The Associate of Science degree includes the Ohio Transfer 36 (formerly 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.

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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Associate of Science (ASCI)

Semester 1		Lec	Lab	Credits
HUM 100	Introduction to Transfer Planning	1	0	1
XXX XXX First Year Experience Elective		1	0	1
ENG 101	English Composition 1	3	0	3
MAT XXX OT36 Mathematics Elective		3	2	4
XXX XXX OT36 Natural/ Physical Sciences Sequence Elective 1		3	3	4
XXX XXX OT36 Arts/ Humanities Elective 1		3	0	3
Semester 2				
HUM 190	Career Exploration Seminar: Associate of Arts / Associate of Science	2	0	2
ENG 10X English Composition Elective		3	0	3
XXX XXX OT36 Natural/ Physical Sciences Sequence Elective 2		3	3	4
XXX XXX OT36 Social/ Behavioral Sciences Elective 1		3	0	3
XXX XXX Directed Elective 1		3	0	3
Semester 3				
XXX XXX OT36 Math or Science Elective 1		2	2	3
XXX XXX Directed Elective 2		3	0	3
HUM 29X Co-op/ Internship Elective		1	40	2
Semester 4				
XXX XXX OT36 Math or Science Elective 2		2	2	3
XXX XXX OT36 Arts/ Humanities Elective 2		3	0	3

XXX XXX Directed Elective 3	3	0	3
XXX XXX Directed Elective 4	3	0	3
Semester 5			
XXX XXX OT36 Social/ Behavioral Sciences Elective 2	3	0	3
XXX XXX OT36 Elective	3	0	3
XXX XXX Directed Elective 5	3	0	3
XXX XXX Directed Elective 6	3	0	3
Total Credits:	**57**	**52**	**63**

Electives

Students should consult with their advisor when choosing electives to ensure maximum transferability of credits. Courses not listed here may be applied to the degree requirements only with the permission of an advisor.

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.

First Year Experience Elective		
Any Course from FYE or HNR 100		
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
Ohio Transfer 36 Mathematics Elective		
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 251	Calculus 1	5
MAT 215	Business Calculus	6
Ohio Transfer 36 Natural/Physical Sciences Sequence Elective (take one sequence)		
BIO 131 & BIO 132	Biology 1 and Biology 2	10
CHE 121 & CHE 131 & CHE 122 & CHE 132	General Chemistry 1 and General Chemistry 1 Lab and General Chemistry 2 and General Chemistry 2 Lab	10
PHY 151 & PHY 152	Physics 1: Algebra and Trigonometry-Based and Physics 2: Algebra and Trigonometry-Based	8
PHY 201 & PHY 202	Physics 1: Calculus-Based and Physics 2: Calculus-Based	10
Ohio Transfer 36 Math/Science Electives [1]		
Any Ohio Transfer 36 Approved Course from MAT, BIO, CHE, PHY, EVS, PSC		
Ohio Transfer 36 Social/Behavioral Sciences Electives [1]		
Any Ohio Transfer 36 Approved course from ECO, GEO, HST, LBR, POL, PSY, SOC		
Ohio Transfer 36 Arts/Humanities Electives [1]		
Any Ohio Transfer 36 Approved Course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
OT36 Elective [1]		
Any OT36 Approved Course		
Directed Electives		
Any course from BIO, CHE, PHY, PSC, EVS, MAT, ASL, EDU, FRN, SPN, LDR, or Any OT36 Approved Course from ART, MUS, THE, PSY, SOC, ECO, HST, GEO, POL, LIT		
Co-Op/Internship Electives		
HUM 294	Internship: Associate of Arts and Sciences	2
HUM 296	Full-Time Career Education Project: Associate of Arts and Sciences	2

[1] For a complete list of Ohio Transfer 36 Approved courses, please see the Ohio Transfer 36 page in this catalog.

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Associate of Science (ASCI)

- Understand the needs of a professional setting aligned with the specific major of study for transfer.
- Understand fundamental principles related to the specific major of study for transfer, in accordance with the departmental learning outcomes of their intended transfer major.
- Understand the value and process of transfer to a four-year institution to complete a baccalaureate credential.

Early Childhood Education & Child Development Associate Certificate (ECE & CDAC)

Early Childhood Education (ECE)

The Early Childhood Education program at Cincinnati State seeks to prepare early childhood educators with the content knowledge and skills required to care for and educate young children though a robust curriculum aligned with the National Association for the Education of Young Children (NAEYC) Professional Standards and Competencies.

Through experiential, progressive, and reflective learning experiences, future early childhood educators recognize the importance of collaboration among families, communities, and other professionals in the life of the child.

The Early Childhood Education associate's degree program serves as a career pathway that supports the community by making available prepared, professional early childhood educators for childcare, preschool, elementary school, and Head Start programs throughout the area.

Additionally, students are educationally prepared to enter bachelor's degree programs and pursue higher level educator preparation degrees. Graduates 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 campus provides outstanding childcare and also serves as a learning lab for students earning the Early Childhood Education degree.

The Early Childhood Education Associate of Applied Science degree at Cincinnati State is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children. The current accreditation term runs through August 2027.

Child Development Associate Credential (CDAC)

The Early Childhood Education program at Cincinnati State prepares early childhood educators with the content knowledge and skills required to care for and educate young children.

The Child Development Associate (CDA) certificate program offers the courses required by the Council for Professional Recognition to prepare students to qualify for the comprehensive Child Development Associate Credentialing process. The CDA national credentialing program is a professional development opportunity that allows educators working in a variety of settings with children ages birth to 5 years old, and their families, to demonstrate knowledge, skills, and abilities in the early childhood education field.

Students who earn the CDA Credential receive credit for three courses in the Early Childhood Education associate's degree program.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

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
EDU 105	Introduction to Education (**B**)	3	0	3
ECE 125	Introduction to Early Childhood Education (**T**)	3	0	3
ECE 145	The Developing Child (**B**)	3	0	3
MAT 141	Math for Elementary School Teachers 1 (**G**)	3	2	4
Semester 2				
ECE 180	Infant and Toddler Environments (**T**)	3	3	4
ECE 155	Health, Safety, and Nutrition in Childhood (**T**)	2	0	2
ECE 175	Family, Community, and Schools (**B**)	3	0	3
ECE 160	Assessment and Observation in Early Childhood Education (**T**)	3	0	3
PSY 110	Introduction to Psychology (**G**)	3	0	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	Educational Psychology (**T**)	3	0	3
ECE 230	Administration and Leadership in Early Childhood Education (**T**)	3	0	3
EDU 200	Individuals with Exceptionalities (**T**)	3	0	3
ECE 290	Student Teaching in Early Childhood Education (**T**)	1	14	3
XXX XXX	Science Elective (**G**)	3	2	4
Total Credits:		**59**	**24**	**65**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
English Composition Elective		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	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	Stars and Galaxies	4
PSC 110	Earth Science	4

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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

Child Development Associate Credential (CDAC)

Semester 1		Lec	Lab	Credits
ECE 111	Child Development Associate 1	4	0	4
ECE 112	Child Development Associate 2	4	0	4
Total Credits:		**8**	**0**	**8**

Early Childhood Education (ECE)

- STANDARD 1. Promoting Child Development and Learning
- STANDARD 2. Building Family and Community Relationships
- STANDARD 3. Observing, Documenting, and Assessing to Support Young Children and Families
- STANDARD 4. Using Developmentally Effective Approaches
- STANDARD 5. Using Content Knowledge to Build Meaningful Curriculum
- STANDARD 6. Becoming a Professional

Human and Social Services (HSS)

Human and Social Services (HSS)

The Human and Social Services program at Cincinnati State prepares graduates for employment in a variety of human services, social services, and behavioral health settings, including mental health, chemical dependency treatment, corrections, developmental disabilities, and other areas.

Graduates of the program earn an Associate of Applied Science degree, and are eligible to register as a Social Work Assistant (SWA) through the Ohio Counseling, Social Worker, and Marriage and Family Therapist (CSWMFT) Board.

The SWA registration process requires earning grades of C or higher in all relevant coursework, including mandatory practicum experience. In addition, those seeking SWA registration must submit an official transcript, complete BCI and FBI background checks, and complete other steps outlined on the Ohio CSWMFT Board website.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Human and Social Services (HSS)

Semester 1		Lec	Lab	Credits
FYE 1XX First Year Experience Elective (**B**)		1	0	1
ENG 101	English Composition 1 (**G**)	3	0	3
ADC 100	Drugs in Society (**B**)	3	0	3
HSV 110	Introduction to Human Services (**B**)	3	0	3
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 2				
ENG 10X English Composition Elective (**G**)		3	0	3
COMM 105	Interpersonal Communication (**B**)	3	0	3
HSV 115	Counseling and Interviewing Techniques (**T**)	3	0	3
SOC 105	Introduction to Sociology (**B**)	3	0	3
Semester 3				
PSY 200	Abnormal Psychology (**T**)	3	0	3
MAT 131	Statistics 1 (**G**)	2	2	3
SWK 110	Introduction to Social Work (**B**)	3	0	3
HSV 210	Treatment Planning and Documentation (**T**)	3	0	3
Semester 4				
HSV 215	Group Work in Human Services (**T**)	4	0	4
SWK 200	Social Welfare Policy (**T**)	3	0	3
HSV 291	Human Services Practicum 1 (**T**)	1	10	2
XXX XXX Arts and Humanities Elective (**G**)		3	0	3
Semester 5				
PSY 225	Lifespan Development (**T**)	3	0	3
HSV 220	Family Theory and Services (**T**)	4	0	4
HSV 292	Human Services Practicum 2 (**T**)	1	10	2

SWK 205	Case Management for Human Services Professionals (**T**)	3	0	3
Total Credits:		**58**	**22**	**61**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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 and Humanities Elective		
Any OT36 Approved course from: ART, LIT, MUS, PHI, REL, or COMM 130 or any course from ASL, FRN, SPN		

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B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Human and Social Services (HSS)

- Apply evidence-based theoretical concepts and frameworks that guide the process of engagement, assessment, service planning, intervention, and evaluation.
- Conduct oneself according to the standards within the profession, including following codes of ethics and displaying the essential qualities and characteristics of professionals in this field.
- Demonstrate an understanding of the dynamics and patterns contributing to the development of an individual's current functioning.
- Articulate and exchange ideas using clear, concise, and open communication skills, including verbal, non-verbal, and written communications, in a professional manner.
- Utilize practices and techniques that encompass group facilitation, assessment, behavior change, and motivating practices while working with diverse client populations.
- Demonstrate professional and ethical practice with a sensitivity to and respect for diversity.
- Critically analyze, synthesize, and evaluate multiple sources of information and evidence.
- Engage in healthy practices, sufficient self-awareness, and effective self-care.

Human and Social Services - Addiction Studies Major (HSSAD)

Human and Social Services - Addiction Studies Major (HSSAD)

The Human and Social Services Addiction Studies major at Cincinnati State prepares graduates for employment in a variety of human services, social services, and behavioral health settings, with a focus on chemical dependency treatment.

Graduates of the program earn an Associate of Applied Science degree, and obtain the education required to apply for multiple credentials through the Ohio Chemical Dependency Professionals (CDP) Board.

The Ohio CDP Board application process requires earning grades of C or higher in all relevant coursework, including mandatory practicum experience. In addition, those seeking credentialing must submit an official transcript, complete required field experience hours, and complete other steps outlined on the Ohio CDP Board website: https://ocdp.ohio.gov.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Human and Social Services - Addiction Studies Major (HSSAD)

Semester 1		**Lec**	**Lab**	**Credits**
FYE 1XX First Year Experience Elective (**B**)		1	0	1
ENG 101	English Composition 1 (**G**)	3	0	3
ADC 100	Drugs in Society (**B**)	3	0	3
ADC 105	Addiction, Counseling, and Diversity (**B**)	3	0	3
PSY 110	Introduction to Psychology (**G**)	3	0	3
Semester 2				
HSV 110	Introduction to Human Services (**B**)	3	0	3
HSV 115	Counseling and Interviewing Techniques (**T**)	3	0	3
ADC 115	Ethics in Addiction Treatment (**T**)	3	0	3
ADC 125	Relapse, Treatment, and Prevention (**T**)	3	0	3
Semester 3				

ENG 10X English Composition Elective (**G**)		3	0	3
ADC 200	Dual Diagnosis: Substance Abuse and Mental Illness (**T**)	4	0	4
HSV 210	Treatment Planning and Documentation (**G**)	3	0	3
PSY 225	Lifespan Development (**T**)	3	0	3
Semester 4				
HSV 215	Group Work in Human Services (**T**)	4	0	4
HSV 291	Human Services Practicum 1 (**T**)	1	10	2
SOC 105	Introduction to Sociology (**B**)	3	0	3
MAT 131	Statistics 1 (**G**)	2	2	3
Semester 5				
HSV 220	Family Theory and Services (**T**)	4	0	4
HSV 292	Human Services Practicum 2 (**T**)	1	10	2
COMM 105	Interpersonal Communication (**B**)	3	0	3
XXX XXX Arts and Humanities Elective (**G**)		3	0	3
Total Credits:		**59**	**22**	**62**

Electives

FYE Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4
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 and Humanities Elective		
Any OT36 Approved course from: ART, LIT, MUS, PHI, REL, or COMM 130 or any course from ASL, FRN, SPN		

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Intellectual and Developmental Disabilities Certificates (IDDC & IDDCSC)

Intellectual and Developmental Disabilities Certificate (IDDC)

The Intellectual and Developmental Disabilities Certificate at Cincinnati State prepares graduates for jobs that serve and care for individuals with intellectual and developmental disabilities. Students gain skills related to providing care and treatment options and understanding legal rights of clients while working in educational, social services, or healthcare positions.

Certificate students also participate in experiential learning, where they practice applying their skills in an organizational or agency setting.

Students who are earning the certificate select elective courses from a track that aligns with their career goals: either Behavioral Sciences or Early Childhood Education.

Students earning an Associate of Applied Science degree in Early Childhood Education (ECE), Human and Social Services (HSS), or Health Sciences Technology (HSCT) may want to add the Intellectual and Developmental Disabilities Certificate as preparation to effectively support children or adult clients who are affected by disabilities.

Graduates of the certificate program also are prepared for entry-level work in group homes, foster care agencies, respite services, supported employment programs, adult day programs, vocational rehabilitation agencies, and early childhood intervention programs.

Intellectual and Developmental Disabilities Core Skills Certificate (IDDCSC)

The Intellectual and Developmental Disabilities Core Skills Certificate prepares graduates for entry-level employment in foster care agencies, group homes, supported employment centers, child/adult day services, and agencies that provide respite/attendant care services that may be supported by Ohio Home Care Waiver Medicaid coverage.

Students who successfully complete the certificate are prepared to address the challenges and opportunities of working with individuals who have intellectual and developmental disabilities. The certificate also can provide specialized skills for those who already have earned a related associate's or bachelor's degree or a related certification.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Intellectual and Developmental Disabilities Certificate (IDDC)

Semester 1		**Lec**	**Lab**	**Credits**
IDD 105	Introduction to Intellectual and Developmental Disabilities	3	0	3
PSY 110	Introduction to Psychology	3	0	3
XXX XXX Track Elective 1		3	0	3
Semester 2				
IDD 110	Community Services for Intellectual and Developmental Disabilities	3	0	3
XXX XXX Track Elective 2		3	0	3
XXX XXX Track Elective 3		3	0	3
Semester 3				
IDD 115	Legal Rights and Intervention Strategies for Intellectual and Developmental Disabilities	3	0	3
IDD 190	Intellectual and Developmental Disabilities Practicum	1	7	2
EMS 100	CPR and First Aid for the Health Care Professional	1	0	1
Total Credits:				**24**

Electives

Students should meet with an advisor prior to selecting electives.

Behavioral Sciences Track Electives		
HSV 110	Introduction to Human Services	3
HSV 115	Counseling and Interviewing Techniques	3
PSY 225	Lifespan Development	3
Early Childhood Education Track Electives		
EDU 105	Introduction to Education	3
ECE 145	The Developing Child	3
EDU 200	Individuals with Exceptionalities	3

Intellectual and Developmental Disabilities Core Skills Certificate (IDDCSC)

Semester 1		**Lec**	**Lab**	**Credits**
IDD 105	Introduction to Intellectual and Developmental Disabilities	3	0	3
IDD 110	Community Services for Intellectual and Developmental Disabilities	3	0	3
Semester 2				
IDD 115	Legal Rights and Intervention Strategies for Intellectual and Developmental Disabilities	3	0	3
IDD 190	Intellectual and Developmental Disabilities Practicum	1	7	2
Total Credits:		**10**	**7**	**11**

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.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Deaf Studies Certificate (DSC)

The Deaf Studies Certificate contains the courses from the first year of the Interpreter Training Program degree, without the general education classes. This certificate enables students to learn about sign language and deaf culture in order to be involved as an ally 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 the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Interpreter Training Program (ITP)

Program Prerequisite: ASL 101 Beginning American Sign Language 1 and ASL 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 125	Deaf Culture and History (**B**)	2	0	2
ITP 120	Psychosocial Aspects of Deafness (**B**)	2	0	2
ASL 201	Intermediate American Sign Language 1 (**B**)	3	1	3
Semester 2				
PSY 110	Introduction to Psychology (**G**)	3	0	3
ITP 135	Introduction to the Interpreting Profession (**B**)	2	0	2
ASL 202	Intermediate American Sign Language 2 (**B**)	3	1	3
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
Semester 4				
ITP 261	Advanced Interpreting 1: Sign to Voice (**T**)	3	0	3
ASL 251	Advanced American Sign Language 1 (**T**)	3	1	3
ITP 250	Interactive Interpreting (**T**)	3	0	3
ITP 270	Transliterating (**T**)	3	0	3
Semester 5				
ITP 265	Interpreting in Specialized Settings (**T**)	3	0	3
ASL 252	Advanced American Sign Language 2 (**T**)	3	1	3
ITP XXX Interpreting Practicum 1 Option (**T**)		2	10	3
Semester 6				
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
Mathematics Elective		
MAT 105	Quantitative Reasoning	3
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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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)

Program Prerequisite: Prior to enrolling in ASL 102 Beginning American Sign Language 2, students must complete ASL 101 Beginning American Sign Language 1 (or program chair consent)

Semester 1		Lec	Lab	Credits
ITP 120	Psychosocial Aspects of Deafness	2	0	2
ASL 102	Beginning American Sign Language 2	3	1	3
ITP 125	Deaf Culture and History	2	0	2
ITP 140	Fingerspelling and Numbers	2	0	2
Semester 2				
ITP 130	Legal Issues of Deafness	1	0	1
ITP 135	Introduction to the Interpreting Profession	2	0	2
ASL 201	Intermediate American Sign Language 1	3	1	3
Semester 3				
ITP 220	Educational Interpreting	2	0	2
ASL 202	Intermediate American Sign Language 2	3	1	3
ITP XXX	Interpreting Elective 1	2	0	2
ITP XXX	Interpreting Elective 2	2	0	2
Total Credits:		**24**	**3**	**24**

Electives

Interpreting Electives (select 2 courses)		
ITP 205	Performance Interpreting	2
ITP 210	Deaf-Blind Interpreting	2
ITP 215	Religious Interpreting	2
ITP 225	Vocabulary Building	2

Interpreter Training Program (ITP)

- Demonstrate knowledge and application of the profession's Code of Professional Conduct and professional standards.
- Exhibit continuous improvement in interpreting skills expressively throughout the program, ending in entry level interpreting readiness.
- Exhibit continuous improvement in transliterating skills expressively throughout the program, ending in entry level transliterating readiness.
- Show effective interpreting skills receptively through voicing.
- Show effective transliterating skills receptively through voicing.
- Demonstrate the ability to professionally work within a team environment.
- Cultivate openness about Deaf awareness and the ability to recognize audism and to avoid oppressive behavior.

Law Enforcement (ATSLE)

Law Enforcement (ATSLE)

The Associate of Technical Studies degree program in Law Enforcement is for individuals currently working in law enforcement who want to qualify for advancement within their field. The ATSLE provides an opportunity for certified Ohio police/peace officers to obtain an associate's degree.

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. The OPOTA certificate is equivalent to 16 credit hours toward the associate's degree. Training must be approved by the Program Chair to be awarded academic credit.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Law Enforcement (ATSLE)

Semester 1		Lec	Lab	Credits
PST 150	Law Enforcement Studies: Advanced Standing (**T**)	16	0	16
ENG 101	English Composition 1 (**G**)	3	0	3
FYE 1XX	First Year Experience Elective (**B**)	1	0	1
Semester 2				
MAT 105	Quantitative Reasoning (**G**)	2	2	3
SOC 105	Introduction to Sociology (**T**)	3	0	3
CULT 105	Issues in Human Diversity (**B**)	3	0	3
COMM 110	Public Speaking (**B**)	3	0	3
ENG 10X	English Composition Elective (**G**)	3	0	3
Semester 3				
MGT 101	Principles of Management (**B**)	3	0	3
PSY 110	Introduction to Psychology (**G**)	3	0	3
ACC 101	Financial Accounting (**T**)	2	2	3
MGT 105	Human Resource Management (**B**)	3	0	3

Semester 4				
ACC 102	Managerial Accounting (**T**)	2	2	3
LBR 105	Introduction to Labor and Employee Relations (**B**)	3	0	3
MGT 220	Leadership (**T**)	3	0	3
NDR 100	Introduction to Conflict Studies (**B**)	3	0	3
PHI 110	Ethics (**G**)	3	0	3
Total Credits:		**59**	**6**	**62**

Electives

First Year Experience Elective		
FYE 100	Essentials for College Success	1
FYE 105	Skills for College and Personal Success	2
FYE 110	Intensive College Success Strategies	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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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

Leadership Certificates

The Leadership department offers two certificates, designed to give students a theoretical and practical knowledge of leadership:

- The Leadership Certificate (LDRC) (p. 228) 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.
- The Change Leader Certificate (CHLC) (p. 224) is intended for those who want to effectively and ethically lead change in organizations and for teams and individuals. Students develop a well-rounded skill set for change leadership and develop their own vision for transformative change.
- The Community Leadership Certificate (CLDC) (p. 226) is intended for individuals employed at a community or public service agency who wish to gain leadership skills to assist in possible advancement within the agency.
- The Emerging Leader Certificate (ELDC) (p. 226) is intended for those beginning their leadership development. Students develop a well-rounded skill set for collaborative leadership in today's world, as well as increased self-confidence, and a clear philosophy and goals to apply to their role in shaping the future of their team or organization.
- The Emerging Manager Certificate (EMLC) (p. 227) is intended for those who are beginning their leadership development and want to manage others. Students develop a well-rounded skill set including communication strategies, how to be a collaborative leader, and how to handle conflict, while beginning to develop their management style.
- The Team Leader Certificate (TLDC) (p. 229) is intended for those who want to effectively lead teams while serving others. Students develop a well-rounded skill set that includes using positive leadership traits and communicating effectively, as well as developing increased self-confidence and a clear vision of how to best lead their team.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Change Leader Certificate (CHLC)

Change Leader Certificate (CHLC)

The Change Leader Certificate is intended for those who want to effectively and ethically lead change in organizations and for teams and individuals. Students develop a well-rounded skill set for change leadership and develop their own vision for transformative change.

The certificate can be completed through online education.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Change Leader Certificate (CHLC)

Semester 1		**Lec**	**Lab**	**Credits**
LDR 110	Leading for Social Change	3	0	3
LDR 230	Ethical Leadership	3	0	3
LDR XXX Change Leader Elective		3	0	3
Total Credits:		**9**	**0**	**9**

Electives

Change Leader Elective (choose one)		
LDR 200	Transformational Leadership in Practice	3
LDR 130	Women and Leadership	3

Community Leadership Certificate (CLDC)

Community Leadership Certificate (CLDC)

The Community Leadership Certificate is intended for individuals employed at a community or public service agency who wish to gain leadership skills to assist in possible advancement within the agency.

Students who complete the Community Leadership Certificate gain knowledge of their own leadership styles and abilities and how to apply those skills to their role at their place of employment.

The certificate can be completed through online education.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Community Leadership Certificate (CLDC)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1	3	0	3
XXX XXX Introduction to Leadership Elective		3	0	3
XXX XXX Computer Elective		2	3	3
Semester 2				
LDR 105	Self as Leader	3	0	3
XXX XXX Leadership Elective 1		3	0	3
XXX XXX Leadership Elective 2		3	0	3
Semester 3				
LDR 120	Inclusive Leadership	3	0	3
LDR 125	Servant Leadership	3	0	3
MGT 130	Project Management	3	0	3
Semester 4				
LDR 290	Leadership Capstone	3	0	3
XXX XXX Leadership Elective 3		3	0	3
Total Credits:		**32**	**3**	**33**

Electives

Leadership Electives

ADC 100	Drugs in Society	3
LDR 110	Leading for Social Change	3
LDR 225	Leading Teams	3
LDR 230	Ethical Leadership	3
NDR 100	Introduction to Conflict Studies	3
LDR 130	Women and Leadership	3
LDR 135	Practicing Positive Leadership	3
LDR 200	Transformational Leadership in Practice	3

Computer Elective

IM 111	Computer Applications	3
IM 200	Information Systems for Managers	3

Introduction to Leadership Elective

LDR 100	Introduction to Leadership	3
MGT 101	Principles of Management	3
LDR 115	Introduction to Organizational Leadership	3

Emerging Leader Certificate (ELDC)

Emerging Leader Certificate (ELDC)

The Emerging Leader Certificate is intended for those beginning their leadership development. Students develop a well-rounded skill set for collaborative leadership in today's world, as well as increased self-confidence, and a clear philosophy and goals to apply to their role in shaping the future of their team or organization.

The certificate can be completed through online education.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

First Year

Semester 1		Lec	Lab	Credits
LDR 100	Introduction to Leadership	3	0	3
LDR 105	Self as Leader	3	0	3
LDR 120	Inclusive Leadership	3	0	3
Total Credits:		**9**	**0**	**9**

Emerging Manager Certificate (EMLC)

Emerging Manager Certificate (EMLC)

The Emerging Manager Certificate is intended for those who are beginning their leadership development and want to manage others. Students develop a well-rounded skill set including communication strategies, how to be a collaborative leader, and how to handle conflict, while beginning to develop their management style.

The certificate can be completed through online education.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Emerging Manager Certificate (EMLC)

Semester 1		Lec	Lab	Credits
MGT 130	Project Management	3	0	3
NDR 100	Introduction to Conflict Studies	3	0	3
LDR 120	Inclusive Leadership	3	0	3
XXX XXX Management Elective				
Total Credits:		**9**	**0**	**9**

Management Elective (choose one)		
LDR 115	Introduction to Organizational Leadership	3
MGT 101	Principles of Management	3

Leadership Certificate (LDRC)

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.

The certificate has two tracks:

- The Leadership Studies track is for students who want to take a team leadership role (for example, as a charge nurse, lead teacher, etc.) or who want to expand their leadership skills to become more marketable.
- The Organizational Leadership track is for students who are seeking an organizational leadership position (for example, Project Coordinator, Training and Development Specialist, Organizational Analyst, etc.).

Students should consult with their advisor before choosing track electives.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Leadership Certificate (LDRC)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
ENG 101	English Composition 1	3	0	3
LDR 125	Servant Leadership	3	0	3
XXX XXX Introductory Leadership Course Elective		3	0	3
Semester 2				
XXX XXX Communication Elective		3	0	3
LDR 120	Inclusive Leadership	3	0	3
XXX XXX Track Elective 1		3	0	3
Semester 3				
XXX XXX Track Elective 2		3	0	3
XXX XXX Track Elective 3		3	0	3
XXX XXX Leadership Elective 1		3	0	3
Semester 4				
LDR 290	Leadership Capstone	3	0	3
XXX XXX Leadership Elective 2		3	0	3
Total Credits:		**33**	**0**	**33**

Electives

Students should consult with their advisor before choosing electives. Courses not listed below may be used only with prior permission of the chair.

Introductory Leadership Course Elective (select 1)		
LDR 100	Introduction to Leadership	3
LDR 115	Introduction to Organizational Leadership	3
MGT 101	Principles of Management (Organizational Leadership Track Only)	3
Leadership Studies Track Electives (complete all 3 requirements)		
LDR 105	Self as Leader	3
or PSY 105	Psychology of Leadership	
LDR 110	Leading for Social Change	3
LDR 225	Leading Teams	3
or LDR 230	Ethical Leadership	
Organizational Leadership Track Electives (complete all 3 requirements)		
LDR 230	Ethical Leadership	3
LDR 225	Leading Teams	3
or MGT 130	Project Management	
NDR 100	Introduction to Conflict Studies	3
Communication Elective (select 1)		
COMM 105	Interpersonal Communication (Communication Competency)	3
COMM 110	Public Speaking	3
Leadership Electives (select 2)		
LDR 105	Self as Leader	3
LDR 110	Leading for Social Change	3
LDR 130	Women and Leadership	3
LDR 200	Transformational Leadership in Practice	3
LDR 135	Practicing Positive Leadership	3
LDR 220	Critical Thinking in Leadership [1]	3
LDR 225	Leading Teams [1]	3
LDR 230	Ethical Leadership	3
LDR 240	Applied Leadership Theory (or MGT 220 Leadership)	3
MGT 105	Human Resource Management	3
MGT 130	Project Management	3
NDR 100	Introduction to Conflict Studies	3
PSY 110	Introduction to Psychology	3

PSY 220	Social Psychology	3
SOC 105	Introduction to Sociology	3

[1] Students should choose electives in consultation with Program Chair. Courses may not be used to fulfill multiple requirements.

Team Leader Certificate (TLDC)

Team Leader Certificate (TLDC)

The Team Leader Certificate is intended for those who want to effectively lead teams while serving others. Students develop a well-rounded skill set that includes using positive leadership traits and communicating effectively, as well as developing increased self-confidence and a clear vision of how to best lead their team.

The certificate can be completed through online education.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

First Year

Semester 1		**Lec**	**Lab**	**Credits**
LDR 125	Servant Leadership	3	0	3
LDR 225	Leading Teams	2	2	3
LDR 135	Practicing Positive Leadership	3	0	3
Total Credits:		**8**	**2**	**9**

Ohio Transfer 36 Certificate (OTMC)

Ohio Transfer 36 Certificate (OTMC)

The Ohio Transfer 36 (formerly the Ohio Transfer Module) is a set of general education coursework recognized by the state of Ohio as transferable to any public institution of higher education.

Students earning an associate's degree in an Applied Science or Applied Business field who plan to continue in a bachelor's degree program can add the Ohio Transfer 36 (OT36) Certificate to provide a complete set of transferable general education courses.

Students work with an advisor to ensure that the courses chosen for the OT36 Certificate meet the needs of the institution where the student will complete their bachelor's degree.

Some institutions will accept the Ohio Transfer 36 as a "block credential," allowing students to transfer to a bachelor's degree program with all general education courses considered completed.

For more information, please contact the Humanities and Sciences Division at (513) 569-1700.

To apply for this program at Cincinnati State, visit the Admissions (http://www.cincinnatistate.edu/academics/admission/) section of the College website.

Ohio Transfer 36 Certificate (OTMC)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1	3	0	3
XXX XXX Arts/ Humanities Elective 1		3	0	3
XXX XXX Social/ Behavioral Science Elective 1		3	0	3
MAT XXX Mathematics Elective		2	2	3
Semester 2				
ENG 10X English Composition 2 Elective		3	0	3
XXX XXX Arts/ Humanities Elective 2		3	0	3
XXX XXX Social/ Behavioral Science Elective 2		3	0	3
XXX XXX Natural/ Physical Science Elective 1		2	2	3
Semester 3				
XXX XXX Natural/ Physical Science Elective 2		2	2	3
XXX XXX OT36 Elective 1		3	0	3
XXX XXX OT36 Elective 2		3	0	3
XXX XXX OT36 Elective 3		3	0	3
Total Credits:		**33**	**6**	**36**

Electives

English Composition 2 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 [1]		
Any OT36 Approved course from MAT		
Arts/Humanities Electives [1]		
Any OT36 Approved course from ART, MUS, THE, LIT, PHI, REL, or COMM 130		
Social/Behavioral Science Electives [1]		
Any OT36 Approved course from GEO, HST, LBR, POL, ECO, PSY, SOC		
Natural/Physical Science Electives [1]		
Any OT36 Approved course from BIO, CHE, EVS, PHY, PSC		
OT36 Electives (minimum 9 credit hours) [1]		
Any OT36 Approved Course		

[1] For a complete list of OT36 approved courses, see the Ohio Transfer 36 page in the College Catalog.

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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 as part of the first semester of classes taken at Cincinnati State**. Course options include:

- FYE 100 College Success Strategies: Overview (Placement into ENG 101 is required)
- FYE 105 College Success Strategies: Overview and Application
- FYE 110 College Success Strategies: Practice and Application
- FYE 120 College Success Strategies: Campus Integration

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 select and enroll in the appropriate FYE course.

Students in the Cincinnati State Honors Program fulfill the FYE course requirement by completing HNR 100 (http://catalog.cincinnatistate.edu/search/?P=HNR%20100) Orientation to Honors.

Some certificate programs also require students to complete an FYE course. The curriculum published in the Academic Divisions section of this Catalog for each certificate program indicates if an FYE course is required.

Degree-seeking or certificate-seeking students who have already successfully completed 18 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. Students who have earned an associate's or bachelor's degree from a regionally accredited college or university will be exempt from the FYE requirement.

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 by offering 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, as well as College Credit Plus (CCP) students, 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 a full Honors Program scholarship. Current Honors Program students are eligible to apply for partial Honors Program scholarships.

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

Honors Program Entrance Criteria

a. For a new student, entering Cincinnati State from high school, must have one of the following:
   - High school GPA of 3.25 or higher
   - High school rank in top 20%
   - ACT score of 26 or higher
b. For a current Cincinnati State student: Must have college GPA of 3.25 or higher after 12 academic credits
c. For a transfer student entering Cincinnati State: Must have college GPA of 3.25 or higher after 12 academic credits

All students applying for the Honors Program must complete the Honors Program application and submit two letters of recommendation from persons familiar with their academic potential and performance in a teaching/learning environment.

For more information

Contact Dr. Andrea Trapp, Honors Program Chair, at (513) 569-1646, or visit the Honors Program (https://www.cincinnatistate.edu/academics/honors-program/) page on the College website.

Developmental Education

Academic foundations-level (developmental) courses are available for students who need additional preparation in math or language skills before entering their program of study. Typically, students complete foundations-level courses prior to taking core courses in their degree program. However, in some cases, foundations course material can be taken in conjunction with program-level coursework or the foundations material may be integrated into another course, such as ENG 101A - Intensive English Composition 1, MAT 105A - Intensive Quantitative

Reasoning, MAT 131A - Statistics 1 with Support, and MAT 151A - College Algebra with Support.

Students who need developmental courses should work closely with their assigned academic advisor, who assists the student in selecting appropriate coursework and monitors the student's progress toward meeting program admission requirements.

The course numbers for Developmental and ESL (English as a Second Language) courses begin with a zero (0). These courses 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 grades in developmental courses do not affect the GPA, they can affect financial aid eligibility. In addition, developmental courses cannot be counted toward meeting graduation requirements.

The following developmental courses are offered regularly:

MAT 093	Math Literacy	5
MAT 096	Beginning and Intermediate Algebra	5
ESL 051	English as a Second Language Level 1	4
ESL 052	English as a Second Language Level 2	4

Students may be advised to take other developmental courses not listed above to meet specific program preparation needs.

The course numbers for college-level courses that integrate foundations-level material or provide additional support for students enrolled in the course include the letter "A". These courses meet graduation requirements for English and Mathematics in programs that require the same course without the "A" designation. Also, they are used in calculating a student's grade point average (GPA).

ENG 101A	Intensive English Composition 1	4
MAT 105A	Intensive Quantitative Reasoning	4
MAT 131A	Statistics 1 with Support	4
MAT 151A	College Algebra with Support	5

ESL Courses

English Language learners who successfully complete courses in English as a Second Language (ESL) are considered to be prepared for English Composition courses. Additional developmental writing and reading courses are not required.

Math Center

The Math Center (https://www.cincinnatistate.edu/math-center/) in Room 228B of the Main Building (Clifton Campus) offers instructional support at no charge to any Cincinnati State student whose coursework includes mathematics-oriented assignments. Math Center faculty are credentialed STEM (science, technology, engineering, and mathematics) instructors who provide guidance to students in courses including Mathematics, Physics, and Chemistry. Math Center assistance is available on a walk-in basis in person or virtually, using Zoom.

Writing Center

The Writing Center (https://www.cincinnatistate.edu/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. Writing Center faculty are credentialed writing instructors who provide guidance to students in all facets of the writing process. The Writing Center offers workshops on writing and research topics throughout the year. Writing Center assistance is available by appointment using Starfish and on a walk-in basis in person or virtually, using Zoom.

Tutoring Center

The Tutoring Center (https://www.cincinnatistate.edu/tutoring/tutoring-center/) is located in Room 261 of the Main Building (Clifton Campus). Individual or group tutoring and workshops are available at no charge to Cincinnati State students. The Tutoring Center can assist with study skills, reading and note-taking, Biology, ESL, and a variety of other subjects throughout the year. Instruction is provided by qualified faculty and carefully selected student tutors. All tutors receive training in practices that promote independent learning.

Tutoring appointments can be requested in person at the Tutoring Center or through Starfish. Drop-in tutoring and tutoring by appointment are available in person or virtually, using Zoom.

Online Tutoring

The Writing Center provides assistance for all online sections of English Composition courses. Additional online tutoring for some subjects (but not for specific Cincinnati State courses) is available at https://etutoring.ohiolink.edu (https://etutoring.ohiolink.edu/).

From the first page of this website:

- Click "Sign up"
- Select "Sign up as a student"
- Follow the on-screen prompts

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

Mandatory Advising

Students are required to meet with an academic advisor prior to registering for their first two semesters. In some cases, students may be required to meet with an advisor each semester prior to registering for classes until all prerequisite coursework has been completed for admission into their major.

For more information on how to schedule an advising appointment, visit the Academic Advising page (https://www.cincinnatistate.edu/academic-advising/) of the College website.

Distance and Online Learning

Online Learning

Visit the CState Online (https://www.cincinnatistate.edu/cstate-online/) page of the College website for the most current information about online learning.

Cincinnati State offers many courses either totally or partially online. Online courses at Cincinnati State offer students flexibility in how to complete coursework.

Course Format Definitions

Students registering for Cincinnati State courses will see these course codes used to identify formats for fully online or partially online classes:

- **Totally online Web courses** (marked **WEB** on course schedules) have no on-campus meetings and are delivered completely through online interaction between the instructor and students.
  - In some WEB courses, students may be required to take tests on campus or at a specially-arranged proctored location.
  - Participating students must have a computer and reliable internet access, but are not required to access the course using live audio and video streaming.
- **Web Hybrid** courses (marked **WHYB** on course schedules) are delivered completely online, and also include occasional required "real time" online participation at scheduled days and times using live web-conferencing tools such as Zoom, Microsoft Teams, or other tools.
  - Participating students must have reliable high-speed internet access and a computer capable of supporting live audio and video streaming.
- **Hybrid** courses (marked **HYB** on course schedules) are delivered primarily online, and also include occasional required in-person participation at scheduled days and times.
  - Participating students must have a computer and reliable internet access, but are not required to access the course using live audio and video streaming.
- **Live Web** courses (marked **LIVW** on course schedules) are delivered completely online, with extensive required participation at scheduled days and times using live web-conferencing tools such as Zoom, Microsoft Teams, or other tools.
  - Participating students must have reliable high-speed internet access and a computer capable of supporting live audio and video streaming.
- **Live Web Hybrid** courses (marked **LIVH** on course schedules) combine some required in-person lecture or lab activities and some required “real time” participation at scheduled days and times using live web-conferencing tools such as Zoom, Microsoft Teams, or other tools.
  - Participating students must have reliable high-speed internet access and a computer capable of supporting live audio and video streaming.

These choices give students flexibility to include college classes in a busy lifestyle.

Web-enhanced courses 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.

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
- attaching and sending documents
- resolving simple technology issues
- using word processing software

Some online courses require students to use other computer skills also.

Orientation for Cincinnati State Online Courses

Cincinnati State offers an Online Courses 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 additional information, go to the Online Orientation Workshop page of the College website.

Taking Exams in Online Courses

In most online courses, students 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: Online students can access available electronic resources through the Johnnie Mae Berry Library, including full text articles, e-books, and streaming videos, from the Library homepage (https://www.cincinnatistate.edu/library/) on the College website. Students will be prompted to provide their last name and student 7-digit ID number when logging in to databases and e-book collections.

- Library Guides (https://library.cincinnatistate.edu/guides/) have been created for many online courses. These guides include information on accessing research materials.
- Students also can get help from a librarian by visiting the Library (Clifton Campus) during business hours, calling (513) 569-1606, or using the Library's online chat (https://www.cincinnatistate.edu/library/ask-a-librarian/) service.

Bookstore: Cincinnati State's Online Campus Bookstore (https://cincinnatistate.ecampus.com/), managed by eCampus.com, provides online access to order books, supplies, and course materials. Students may order textbooks and merchandise from the bookstore and have materials shipped to them, or may pick up materials at the store on Clifton Campus.

Some Cincinnati State online courses require 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 customized materials need to be purchased.

Information Technology Help Desk: The College's Information Technology Services 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, option 1. Hours are Monday through Friday, 7 am - 7 pm and Saturday, 9 am - 5 pm (subject to revision each semester).

- Help Desk hours may be reduced during College breaks and/or Summer Semester.
- Help Desk assistance is available via email at itshelpdesk@cincinnatistate.edu. Students emailing the Help Desk can expect a response within one business day.

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.

- New degree-seeking students must meet with their academic advisor prior to registering for courses during their first two semesters.
- Students should consult frequently with their advisor—in person, by email, by phone, or by using web-collaboration tools such as Zoom or Teams—to ensure success in achieving academic goals. Students may contact their academic advisor through their division office.

Registration: Registration for all Cincinnati State courses is available online through the College's Self-Service website. Online courses are noted in registration information with the codes WEB (fully online course), WHYB (primarily online course with some required in-person interaction), LIVW (online course with with extensive required live video and/or audio interaction at specified days and times), or WHYB (web hybrid course with occasional required live video and/or audio interaction).

Online students are encouraged to view the "comments" in online registration course information for details about required on-campus meetings and/or activities such as tests that require proctoring.

Cost for Online Courses: Tuition for online courses is the same as on-campus courses. Web-based courses are assessed an additional fee of $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 admission process is the same for students taking online courses and those taking traditional courses.

To begin your application, visit the Admission (https://www.cincinnatistate.edu/academics/admission/) page of the College website.

Programs and Courses

To view the list of degrees and certificates available fully online, please visit the Online Learning Programs (https://www.cincinnatistate.edu/degrees-certificates/?type_of_study=online) section of the College website.

Program chairs and academic advisors can provide more information about the online courses that are available as options for completing requirements for a specific degree or certificate program.

Online Program Definitions

Online degree programs and certificate programs at Cincinnati State allow students to complete program requirements without coming to campus. Online degree and certificate programs may include courses that are delivered with "real time" online participation. These degree and certificate programs may also include in-person experiential learning requirements (co-op, internship, clinicals, etc.), which may be completed in your community.

Hybrid degree programs and certificate programs at Cincinnati State allow students to complete at least 50% of the program requirements without coming to campus. The portion of the program or certificate that will be completed off campus could include courses that are delivered with "real time" online participation.

On-campus (in-person) degree and certificate programs at Cincinnati State allow students to complete most program level coursework on a Cincinnati State campus (Clifton, Middletown, and/or Harrison campuses). These programs also offer students the ability to complete some general education requirements through online courses, if desired.

Online Learning - Determining Student Location

Federal and state regulations limit Cincinnati State from providing online courses and programs to students in certain states and countries. These regulations also govern additional activities, such as completing clinical and internship requirements in a location outside of Ohio.

Cincinnati State recognizes the student address on file in the College's student information system (Colleague System) as the student's physical location. A students' physical location is recorded in the Colleague System at the time of enrollment and remains in effect unless and until the student provides official notification to the College.

Courses Available for Credit by Cincinnati State Exam (Test Out)

For additional information on earning credit through internal exams, see Advanced Standing and Exam-Based Credit (p. 33) in the Credit Transfer section of this Catalog.

Business Technologies

No test outs offered

Engineering and Information Technologies

Course	Course Title	Monitor
BMT 161	Biomedical Instrumentation 1	R. Whaley
BMT 262	Biomedical Instrumentation 2	R. Whaley
EET 101	Electronic Fundamentals 1	R. Whaley
EET 121	Digital Systems 1	R. Whaley
EET 131	Circuit Analysis 1	R. Whaley
EET 132	Circuit Analysis 2	R. Whaley
ESET 251	Electronics	R. Whaley
MET 111	Manufacturing Processes 1	Z. Decker
MET 131	MET Computer Aided Drafting 1	Z. Decker

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 130	International Classification of Diseases (ICD) Coding	C. Kneip
HIM 226	Current Procedural Terminology (CPT) Coding 1	C. Kneip
HIM 227	Current Procedural Terminology (CPT) Coding 2	C. Kneip
MCH 100	Healthcare Informatics	P. Christos
MCH 101	Medical Terminology 1	P. Christos
MCH 102	Medical Terminology 2	P. Christos
MCH 104	Accelerated Medical Terminology	P. Christos
MCH 138	Patient Care Skills	P. Christos

Humanities and Sciences

Course	Course Title	Monitor
ENG 101	English Composition	A. Thompson
ENG 104	Composition and Technical Communication	A. Thompson
ENG 105	Composition and Business Communication	A. Thompson
PSY 110	Introduction to Psychology	H. Hatchett
SOC 105	Introduction to Sociology	H. Hatchett
SOC 115	Marriage and the Family	H. Hatchett
SOC 140	Sociology of Gender	H. Hatchett
SPN 101	Elementary Spanish 1	D. Zimmer
SPN 102	Elementary Spanish 2	D. Zimmer
SPN 200	Spanish Conversation & Composition	D. Zimmer
SPN 201	Intermediate Spanish 1	D. Zimmer
SPN 202	Intermediate Spanish 2	D. Zimmer
MAT 122	Aviation Mathematics	S. Freeman
MAT 124	Applied Algebra and Geometry	S. Freeman
MAT 125	Algebra and Trigonometry	S. Freeman
MAT 126	Functions and Calculus	S. Freeman
MAT 131	Statistics 1	S. Freeman
MAT 132	Statistics 2	S. Freeman
MAT 151	College Algebra	S. Freeman
MAT 152	Trigonometry	S. Freeman
MAT 153	Pre-Calculus	S. Freeman
MAT 215	Business Calculus	S. Freeman
MAT 251	Calculus 1	S. Freeman
MAT 252	Calculus 2	S. Freeman
PHY 151	Physics 1: Algebra and Trigonometry-Based	R. Schmidt
PHY 152	Physics 2: Algebra and Trigonometry-Based	R. Schmidt
PHY 201	Physics 1: Calculus-Based	R. Schmidt
PHY 202	Physics 2: Calculus-Based	R. Schmidt

Ohio Transfer 36

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 36 (formerly Ohio Transfer Module) policy statement is published on the Ohio Department of Higher Education (https://transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/ohio-transfer-36/) website.

The Cincinnati State Transfer 36 consists of 36 semester credit hours that transfer to any Ohio public two-year or four-year college or university. Categories and credits students must earn for courses in the Cincinnati State Transfer 36 are:

English Composition	6
Mathematics	3
Social/Behavioral Sciences	6
Arts/Humanities	6
Natural/Physical Sciences	6
Transfer Module Electives	9
Total Credits	**36**

Students earning the Ohio Transfer 36 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 Ohio Transfer 36 requirements. Students earning the AA or AS degree also are required to complete additional courses selected from the Ohio Transfer 36 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 Ohio Transfer 36 courses that are required for their degree, but will not automatically complete all Ohio Transfer 36 requirements. These students may choose to complete the Ohio Transfer 36 by earning the Ohio Transfer Module Certificate (p. 230) along with their associate's degree.

Students who are completing the Ohio Transfer 36, 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 36:

English Composition

Select one of the following courses:		
ENG 101	English Composition 1	3
ENG 101A	Intensive English Composition 1	4
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

Mathematics

Note: In addition to completing Academic Foundations math classes indicated by initial academic advising, students must complete a prerequisite math class before enrolling in many of the Transfer Module math classes listed.

Select one of the following courses:		
MAT 105	Quantitative Reasoning	3
MAT 105A	Intensive Quantitative Reasoning	4
MAT 131	Statistics 1	3
MAT 131A	Statistics 1 with Support	4
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 151A	College Algebra with Support	5
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:		
Economics		
ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
Geography		
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
History		
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 161	Western Civilization: Origins to 1648	3
HST 162	Western Civilization: 1648 to Present	3
Labor Relations		
LBR 105	Introduction to Labor and Employee Relations	3
Political Science		
POL 101	Introduction to American Government	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:		
Art		
ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3
Communication		
COMM 130	Introduction to Film Studies	3

Literature		
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
Music		
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
Philosophy		
PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3
Religious Studies		
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 111	Biology: Unity of Life (online)	4
BIO 112	Biology: Diversity of Life	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	Everyday Chemistry	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	Stars and Galaxies	4
PSC 110	Earth Science	4
PSC 115	Energy and the Environment	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 career 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:

a. 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.
b. 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.
c. Complete all College admissions requirements, as described in the Admission Information (p. 16) section of this Catalog.
d. 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 also 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.cincinnatistate.edu/academicdivisionsanddegreeampcertificateprograms/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.

Program and Department Chair Directory

Program Chairs and Department Chairs

At Cincinnati State, academic matters are overseen by faculty members who serve as the stewards of the areas they represent.

Program Chairs are responsible for curriculum development and implementation for bachelor's degree, associate degree, and certificate programs. Their responsibilities include maintaining the academic integrity of the program, advising students in the program, and coordinating with community partners to ensure that program graduates are prepared to meet the needs of the industry and/or meet the academic expectations of institutions where Cincinnati State graduates may pursue additional education.

Department Chairs are responsible for curriculum development and implementation in academic departments, primarily in general education areas that do not have specific degrees or certificates associated with the department. Their responsibilities include maintaining the academic integrity of the courses, and ensuring that the courses in their department meet standards established by agencies such as the Higher Learning Commission and the Ohio Department of Higher Education.

Program Chairs by Division

The chair for a degree program also is the chair for related certificates, unless otherwise noted in the list below. Related certificates appear on indented lines below the name of the degree.

Business Technologies Division

Program	Chair	Email
Accounting (ACC)	Stani Kantcheva, EdD, CPA, CMA	stani.kantcheva@cincinnatistate.edu
Accounting Certificate (ACCTC)		
Accounting with Quickbooks Certificate (AQBC)		
Bookkeeping Certificate (BKC)		
Business Component CPA Exam Eligibility Certificate (BCC)		
Administrative Assistant (AA)	Viola Johnson, EdD	viola.johnson@cincinnatistate.edu
Computer Applications Certificate (CAPC)		
Microsoft Office Specialist Certificate (MOSC)		
Automotive Service Management (ASM)	Charles (Chuck) Butler, BA, ASE-MCT	charles.butler@cincinnaitstate.edu
Automotive Service Technician Certificate (ASTC)		
Automotive Engine Repair Technician Certificate (AERTC)		
Automotive Heating and Air Conditioning Technician Certificate (AHATC)		
Automotive Powertrain Technician Certificate (APTC)		
Automotive Undercar Technician Certificate (AUTC)		
Brewing Science (BREW)	Caleb Ochs-Naderer, MEd, General Certificate in Brewing, Cicerone Certified Beer Server	caleb.ochs-naderer@cincinnatistate.edu
Brewing and Beverage Laboratory Certificate (BREWLC)		
Brewing Production Certificate (BREWPC)		
Brewing Sales and Marketing Certificate (BREWC)		
Business Management (BM)	David Hensley, BS, MBA	david.hensley@cincinnatistate.edu
Business Management Certificate (BMC)		
Entrepreneurship Certificate (ETRPC)		
Retail Management Certificate (RMC)		
Business Pathways Certificate (BUSC)	Stani Kantcheva, EdD, CPA, CMA	stani.kantcheva@cincinnatistate.edu
Culinary and Food Science (CFS)	Grace Yek, MS, CCC	grace.yek@cincinnatistate.edu

Culinary Arts (CUL)	Greg Skibinski, MS, CEC, AAC	gregory.skibinski@cincinnatistate.edu
Culinary Arts Certificate (CAC)		
Dietetic Technology (DT)	Jamie Nowak	jamie.nowak@cincinnatistate.edu
Culinary Medical Nutrition Certificate (CMNC)		
Dietary Management Certificate Pathway I (DMCP1)		
Dietary Management Certificate Pathway II (DMCP2)		
Dietary Management Certificate Pathway IIIb (DMCP3)		
Finance (FIN)	Margaret (Meg) Clark, MBA, CFP	margaret.clark@cincinnatistate.edu
Banking and Financial Services Certificate (BFSC)		
Financial Counselor Certificate (FCC)		
Hospitality Management (HOSP)	Paula Kirch-Smith, MBA, MEd, CMP	paula.kirchsmith@cincinnatistate.edu
Event Planning Certificate (EPC)		
Food Service Management Certificate (FSMC)		
Landscape Horticulture (LH)	Mark Deacon, MS	mark.deacon@cincinnatistate.edu
Landscape Design Certificate (LDC)		
Landscape Technician Certificate (LTC)		
Law and Paralegal Studies (PAR)	E. Wednesday Oster, JD	elizabeth.oster@cincinnatistate.edu
Law and Paralegal Studies Certificate (LAWC)		
Marketing Management (MMT)	Lesli Rice, MBA	lesli.rice@cincinnatistate.edu
Marketing Specialist Certificate (MSC)		
Pastry Arts (PAS)	Mary (Betsy) LaSorella, BA, CEPC	mary.lasorella@cincinnatistate.edu
Pastry Arts Certificate (PASC)		
Pre-Business Administration (PBA)	Paula Kirch-Smith, MBA, MEd, CMP	paula.kirchsmith@cincinnatistate.edu
Pre-Nutrition Science (PNS)	Jamie Nowak	jamie.nowak@cincinnatistate.edu
Real Estate Certificate (REC)	Colleen Meyer, MEd, CIW-CI, CIW Associate, Microsoft Office Specialist	colleen.meyer@cincinnatistate.edu
Ohio Real Estate Salesperson Certificate (RESC)		
Sustainable Horticulture (SH)	Mark Deacon, MS	mark.deacon@cincinnatistate.edu
Sustainable Agriculture Management Certificate (AGRC)	Heather Augustine, MS, LEED Green Associate	heather.augustine@cincinnatistate.edu
Turfgrass Management (TURF)	Mark Deacon, MS	mark.deacon@cincinnatistate.edu

Engineering and Information Technologies Division

Program	Chair	Email
Applied Technology Specialist (ATSP)	Lawrence (Larry) Feist, BS	lawrence.feist@cincinnatistate.edu
Audio/Video Production (AVP)	Dave Killen, MA	david.killen@cincinnatistate.edu
Aviation Maintenance Technology (AMT)	Jeff Wright, AAS, BS, MS, FAA A&P, DME	jeffrey.wright@cincinnatistate.edu
Aviation Mechanics Airframe Certificate (AVAC)		
Aviation Mechanics Powerplant Certificate (AVPC)		
Avionics Certificate (AVNC)		
Chemical Technology (CMT)	Ann Fallon, MS	ann.fallon@cincinnatistate.edu
Chemical Technology Operator Certificate (CMTOC)		
Chemical Technology Production Certificate (CMTPC)		
Civil Engineering Technology	George Armstrong, BS, PE, PS, LS	george.armstrong@cincinnatistate.edu
Architectural Major (CETAO)		

Construction Management Major (CETCO)		
Construction Supervisor Certificate (CSC)		
Virtual Design and Construction Certificate (VDCC)		
Computer Network Administration (NETA)	Thomas Newman, MEd	thomas.newman@cincinnatistate.edu
Computer Network Administration Certificate (NETAC)		
Computer Support Major (CSA)		
Computer Network Engineering Technology (NETC)	Paul Weingartner, BS, PE	paul.weingartner@cincinnatistate.edu
Cyber-Security Major (NETCCS)		
Computer Programming and Database Management	Tomie Gartland, PhD	tomie.gartland@cincinnatistate.edu
Computer Information Systems Major (CINS)		
Computer Software Development Major (CSD)		
Computer Software Development Certificate (CSDC)		
Software Engineering Technology Major (SET)		
Electrical Engineering Technology	Ralph Whaley Jr., PhD	ralph.whaley@cincinnatistate.edu
Biomedical Equipment Major (BMT)		
Electronics Systems Major (ESET)		
Power Systems Major (PSET)		
Electro-Mechanical Engineering Technology	Lawrence (Larry) Feist, BS	lawrence.feist@cincinnatistate.edu
Building Automation Systems Certificate (BASC)		
Energy Major (EMETE)		
Industrial Automation (EMET)		
Laser Major (EMETL)		
Laser Certificate (EMETLC)		
Engineering Technology Transfer Certificate (ETTC)	Lawrence (Larry) Feist, BS	lawrence.feist@cincinnatistate.edu
Environmental Engineering Technology (EVT)	Ann Gunkel, PhD	ann.gunkel@cincinnatistate.edu
Stormwater Management Major (EVTS)		
Water and Wastewater Major (EVTW)		
Environmental Plant Operator Wastewater/ Water Certificate (EVTPOC)		
Environmental Safety and Security Certificate (EVTSC)		
Graphic Design (GRD)	Kathleen (Kathy) Freed, BFA	kathleen.freed@cincinnatistate.edu
Land Surveying	Carol Morman, EDd, PE, PS	carol.morman@cincinnatistate.edu
Land Surveying (LS.BAS)		
Advanced Surveying Certificate (ASC)		
Land Surveying Certificate (LSC)		
Surveying and Mapping (SAM)		
Mechanical Engineering Technology	Zane Decker, BS, MEng	zane.decker@cincinnatistate.edu
Design Major (METD)		
Computer Aided Design Certificate (METCAD)		
Manufacturing Management Major (METM)		
Manufacturing CNC Certificate (METMC)		
Pre-Engineering (PENG)	George Armstrong, BS, PE, PS, LS	george.armstrong@cincinnatistate.edu
Web and Multimedia Design (WEBM)	David Hoctor, BA	david.hoctor@cincinnatistate.edu
Web and Multimedia Design Certificate (WEBC)		
Welding (WLD)	Greg Kelly, BS	gregory.kelly@cincinnatistate.edu

Basic Welding Certificate (BWC)		
Welding Certificate (WLDC)		

Health and Public Safety Division

Program	Chair	Email
Advanced Health Preparatory Certificate (AHPC)	Mark Tiemeier, MS	mark.tiemeier@cincinnatistate.edu
Bioscience Certificate (BSCC)	Milene Donlin, MS, MPH, CHES	milene.donlin@cincinnatistate.edu
Diagnostic Medical Sonography (DMSC & DMSG)	TBD	Contact HPS Division
EMT Paramedic - Management Major (EMTP-M)	Shawn Stacy, MS	shawn.stacy@cincinnatistate.edu
EMT Paramedic - Science Major (EMTP-S)		
Emergency Medical Technician - Basic Certificate (EMTC)		
Emergency Medical Technician - Paramedic Certificate (EMTPC)		
Fire Service Technology (FST)	William (Bill) Mehbod, BS, EMT-P	william.mehbod@cincinnatistate.edu
Fire Service Leadership (FSTL)		
Fire Officer 1 Certificate (FO1C)		
Fire Officer 2 Certificate (FO2C)		
Fire Officer Professional Certificate (FOPC)		
Fire Safety Inspector Certificate (FSIPC)		
Fire Service Certificate (FSTC)		
Fire Service Instructor Certificate (FSIC)		
Hazard Recognition Officer Certificate (HROC)		
Professional Firefighter Certificate (PFC)		
Health Information Management Technology (HIM)	Clarice Warner, MPH, RHIA, CCS-P, CPC, CHC	clarice.warner@cincinnatistate.edu
Health Information Technician Certificate (HITC)		
Coding Specialist Certificate (COC)		
Health Sciences Technology (HSCCT)	Lisa Lucas, MA	lisa.lucas@cincinnatistate.edu
Electrocardiography (Basic) Certificate (ECGBC)		
Electrocardiography (Advanced) - Arrhythmia Recognition Certificate (ECGAC)		
Health Unit Coordinator Certificate (UCMR)		
Nurse Aide Training Certificate (NATC)	Kathryn Grein, RN	kathryn.grein@cincinnatistate.edu
Patient Care Assistant Certificate (PCAC)		
Medical Assistant Certificate (MAC)	Patricia Christos, RMA	patricia.christos@cincinnatistate.edu
Healthcare Foundations Certificate (HFC)		
Medical Laboratory Technology (MLT)	Kellee Fields, EDd, MLS (ASCP)	kellee.fields@cincinnatistate.edu
Phlebotomy Technician Certificate (PBTC)		
Nursing (NUR)	Janice Lockett, PhD, RN, MSN	janice.lockett@cincinnatistate.edu
Nursing (LPN to RN Progression) (NURP)		
RN to BSN Completion Program (NURB)	Leanne Buschmeier, DNP, APRN, CPNP-PC	leanne.buschmeier@cincinnatistate.edu
Practical Nursing Certificate (PNC)	Barbara Ratliff, RN, MSN	barbara.ratliff@cincinnatistate.edu
Occupational Therapy Assistant Technology (OTA)	Tara Brock, MHS, OTR/L	tara.brock@cincinnatistate.edu
Personal Fitness Trainer Certificate (PFTC)	Ali Godel, MA	allison.godel@cincinnatistate.edu
Respiratory Care Technology (RC)	Mike Chaney, MSEd, RRT	michael.chaney2@cincinnatistate.edu
Surgical Technology (ST)	LaVon Moore, BES, AAS, CST	lavon.moore@cincinnatistate.edu
Surgical Technology First Assistant Certificate (STFAC)		

Humanities and Sciences Division

Program	Chair	Email
Associate of Arts (AARTS)	Jen Martin, MA	jennifer.martin@cincinnatistate.edu
Ohio Transfer 36 Certificate (OTMC)		
Associate of Science (ASCI)	Jen Martin, MA	jennifer.martin@cincinnatistate.edu
Early Childhood Education (ECE)	Kelly Hubbard, MAEd	kelly.hubbard@cincinnatistate.edu
Child Development Associate Certificate (CDAC)		
Human and Social Services (HSS)	Holly Stoddard, MSSA, LISW, LICDC	holly.stoddard@cincinnatistate.edu
Human and Social Services-Addiction Studies Major (HSSAD)		
Addiction Studies Certificate (ADSC)		
Chemical Dependency Counselor Assistant Certificate 1 (CDCA1C)		
Chemical Dependency Counselor Assistant Certificate 2 (CDCA2C)		
Intellectual and Developmental Disabilities Certificate (IDDC)	Heather Hatchett, PhD	heather.hatchett@cincinnatistate.edu
Intellectual and Developmental Disabilities Core Skills Certificate (IDDCSC)		
Interpreter Training Program (ITP)	Dawn Caudill, BA, ITP Certificate, Ohio Supreme Court Registered ASL Interpreter, KY Licensed Sign Language Interpreter, RIE/NAD Nationally Certifiied in Interpreting and Transliterating (Ci/CT active, NAD 5 Inactive)	dawn.caudill@cincinnatistate.edu
Deaf Studies Certificate (DSC)		
Law Enforcement (ATSLE)	Jeaneen Mullins, MS	jeaneen.mullins@cincinnatistate.edu
Leadership Certificate (LDRC)	Julie McLaughlin, MA	julie.mclaughlin@cincinnatistate.edu
Community Leadership Certificate (CLDC)		

Workforce Development Center

For information on Workforce Development Center programs, contact the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709

Department Chairs

Department	Chair	Email
Arts and Philosophy	Zachary Litton, MA	zachary.litton@cincinnatistate.edu
Art (ART)		
Culture Studies (CULT)		
Music (MUS)		
Philosophy (PHI)		
Religious Studies (REL)		
American Sign Language (ASL)	Dawn Caudill, BA, ITP Certificate, Ohio Supreme Court Registered ASL Interpreter, KY Licensed Sign Language Interpreter, RIE/NAD Nationally Certifiied in Interpreting and Transliterating (Ci/CT active, NAD 5 Inactive)	dawn.caudill@cincinnatistate.edu
Biology (BIO)	Milene Donlin, MS, MPH, CHES	milene.donlin@cincinnatistate.edu
Chemistry (CHE)	Kevin Skinner, PhD Laura Morris, PhD	kevin.skinner@cincinnatistate.edu laura.morris@cincinnatistate.edu
Communications (COMM) & Theatre (THE)	Leesha Thrower, PhD	leesha.thrower@cincinnatistate.edu
Education (EDU)	Kelly Hubbard, MA	kelly.hubbard@cincinnatistate.edu
English (ENG) & Literature (LIT)	Alyce Thompson, MEd Andrea Trapp, PhD	alyce.thompson@cincinnatistate.edu andrea.trapp@cincinnatistate.edu
Environmental Science (EVS)	Ann Gunkel, PhD	ann.gunkel@cincinnatistate.edu

Language Learning	Daniel Zimmer, MEd	daniel.zimmer@cincinnatistate.edu
English as a Second Language (ESL)		
French (FRN)		
Spanish (SPN)		
First Year Experience (FYE)	Julie McLaughlin, MA	julie.mclaughlin@cincinnatistate.edu
Honors (HNR)	Andrea Trapp, PhD	andrea.trapp@cincinnatistate.edu
History (HST), Political Science (POL), & Geography (GEO)	Daniel Anderson, EdM	daniel.anderson@cincinnatistate.edu
Human Services (HSV) & Social Work (SWK)	Nicholas Balle, MSW, LISW	nicholas.balle@cincinnatistate.edu
Humanities - Co-op and Experiential Learning (HUM)	Jayne Dressing, MA	jayne.dressing@cincinnatistate.edu
Leadership (LDR)	Julie McLaughlin, MA	julie.mclaughlin@cincinnatistate.edu
Mathematics (MAT)	Scott Freeman, MS Nick Wahle, MS	scott.freeman@cincinnatistate.edu nick.wahle@cincinnatistate.edu
Negotiation and Dispute Resolution (NDR)	Geoffrey Woolf, MFA, MS	geoffrey.woolf@cincinnatistate.edu
Physics (PHY) & Physical Science (PSC)	Jeremy Huber, PhD Ryan Schmidt, MS	jeremy.huber@cincinnatistate.edu ryan.schmidt@cincinnatistate.edu
Social and Behavioral Sciences	Heather Hatchett, PhD	heather.hatchett@cincinnatistate.edu
Criminal Justice (CRJ)		
Economics (ECO)		
Labor Relations (LBR)		
Psycholoogy (PSY)		
Sociology (SOC)		

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:

- Additive Manufacturing Technician Certificate (ADMTC) (p. 245)
- Child Development Associate (CDA) Credential (complete courses ECE 111 & ECE 112 (p. 287))
- Disaster Response Management Certificate (HAZC) (p. 245)
- Industrial Controls and Instrumentation Certificate (ICIC)
- Industrial Electrical Maintenance Certificate (IEMC)
- Machine Maintenance Certificate (MMC)
- Manufacturing Machine Operation Certificate, Level 1 (MMOC1)
- Manufacturing Machine Operation Certificate, Level 2 (MMOC2)
- Paramedic Certificate (EMTPC)
- Programmable Logic Controllers Certificate (PLCC)
- State-Tested Nurse Aide / Nurse Aide Training Certificate (NATC)

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 (https://www.cincinnatistate.edu/academics/workforce-development-center/) section of the College website.

Additive Manufacturing Technician Certificate (ADMTC)

Additive Manufacturing Technician Certificate (ADMTC)

The Additive Manufacturing Technician Certificate prepares students for positions in industries that use additive (3-D printing) technology, including aerospace, consumer products, medical, and transportation.

Students gain knowledge and skills needed to operate and troubleshoot additive equipment and use metal, thermoplastics, and other additive materials. Students also gain technical skills needed for process design and material specification, as well as thorough understanding of safety and environmental protocols required for each substrate.

Students who earn the certificate may choose to continue their education in the Applied Technology Specialist associate's degree program.

For more information call the Workforce Development Center at (513) 569-1643 or toll-free (888) 569-1709.

Additive Manufacturing Technician Certificate (ADMTC)

First Year				
Semester 1		**Lec**	**Lab**	**Credits**
MMC 105	Shop Math	1	0	1
MMO 110	OSHA General Industry Safety	1	0	1
Semester 2				
MMO 111	Mechanical Plan Reading 1	2	0	2
MMO 210	Additive Manufacturing and Machine Operation Fundamentals	2	2	3
Semester 3				
MMO 220	Applied Project in Additive Manufacturing	1	3	2
MMO 215	Industrial Applications of Additive Manufacturing	2	4	4
Total Credits:		**9**	**9**	**13**

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
Semester 2				
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**

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
Semester 2				
TPI 120	Process Control and Instrumentation 2: Temperature Control	2	1	2.5
Semester 3				
TPI 130	Process Control and Instrumentation 3: Level and Flow	2	1	2.5
Semester 4				
TPI 140	Process Control and Instrumentation 4: Final Control	2	1	2.5
Total Credits:		**8**	**4**	**10**

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**

Machine Maintenance Certificate (MMC)

Machine Maintenance Certificate (MMC)

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**

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.

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 Technical Elective		2	0	2
Total Credits:		**6**	**8**	**10**

Technical Elective (minimum 2 credits required)

MMO 110 & MMO 130	OSHA General Industry Safety and Statistical Process Control Fundamentals *	2
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**

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**

Degree & Certificate Programs

Business Technologies

Bachelor's Degree

- Culinary and Food Science (p. 76)

Associate's Degrees

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- Brewing Science (p. 100)
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- Hospitality Management (p. 109)
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Engineering and Information Technologies

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- Computer Programming and Database Management (p. 134)
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Certificates

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Workforce Development Center

in collaboration with Engineering and Information Technologies

Certificates

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Course Descriptions

This Catalog contains descriptions of all current Cincinnati State courses.

- Click on a **program code** or **department code** below to see the list of all courses offered by that program or department.
- Be aware that not every course is available every semester. For more information about course scheduling, talk to the Program Chair or an Academic Advisor.
- Each degree program that includes **cooperative education** and/or **internship** experiences has a set of assigned courses that are included in this Catalog. Each time a student registers for a co-op or internship experience, a different course number will be required, using the numbering system below:
  - **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
  - **Clinical experience, directed practice, practicum, and other types of experiential learning courses** in various degree programs use varied course numbers. All of these courses are listed in this Catalog.
  - Students with questions about registration for co-op or another experiential learning course should talk to their academic Program Chair or Cooperative Education Coordinator for additional information.

ACC - Accounting

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 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 online 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 121

ACC 125 Computerized Bookkeeping: QuickBooks
2 Credits. 0 Lecture Hour. 4 Lab Hours.
A course on processing transactions for small businesses using QuickBooks accounting software. Topics include: processing banking, customer, vendor, inventory, and payroll transactions; generating and customizing financial reports; 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.
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. The course is delivered in online format only.
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 governmental and non-profit 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 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 (minimum grade C)

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 197 Part-Time Career Education Project: Accounting
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

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, pensions, leases, changes and disclosures in financial reporting, international standards, and financial statement analysis.
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 service 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
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A service learning course on preparing federal and state income tax returns for low income and elderly taxpayers under the Internal Revenue Service Volunteer Income Tax Assistant (VITA) and Tax Counseling for the Elderly (TCE) programs. Students must successfully pass the IRS - VITA/TCE Certification - Basic Exam and are required to participate in the volunteer VITA program on campus. Topics include: individual taxes, tax interviews, and assisting in tax return preparation.
Prerequisites: ACC 175 or instructor consent

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 101

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 (minimum grade C)

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 297 Full-Time Career Education Project: Accounting
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and Coordinator Consent
Instructor Consent Required

ADC - Addiction Studies

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; and 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 topics, emphasizing the importance of cultural competency in substance abuse counseling.
Prerequisites: Placement into ENG 101A

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: ENG 101 and ADC 100 and ADC 105

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: ADC 100 and ADC 105

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: ENG 101 and ADC 100 and ADC 105

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 100 and ADC 105

ADC 200 Dual Diagnosis: Substance Abuse and Mental Illness
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course on co-occuring 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 105

AGR - Agriculture

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 Farm Ecology Management
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on principles and practices for identifying, diagnosing, and controlling common insect, disease, and weeds in specialty crop production. Topics include: holistic pest management, organic farming principles, and farm policies.
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 - Administrative Healthcare Technology

Courses

AHT 100 Workflow and Information Design for Heal
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 Healt
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 - Aviation Maintenance

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: None

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: None

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 093 or appropriate placement

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 093 or appropriate placement

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 122 or appropriate placement

AMT 140 Airframe Electrical Systems
5 Credits. 3 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
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A course on aircraft instrument systems and communication and navigation systems.
Prerequisites: AMT 105 and AMT 110

AMT 150 Airframe Systems
5 Credits. 3 Lecture Hours. 4 Lab Hours.
A course on systems for cabin atmosphere and control, position and warning, ice and rain control, fire protection, water and waste systems, and aircraft fuel.
Prerequisites: AMT 100 and AMT 105 and AMT 110

AMT 165 Airframe Maintenance and Inspection
6 Credits. 4 Lecture Hours. 4 Lab Hours.
A course on assembly, rigging, and inspection of aircraft airframes and related systems and sub-systems.
Prerequisites: AMT 100 and AMT 105

AMT 190 Career Preparation: Aviation Maintenance Technology
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course on career planning and exploration for students in Aviation Maintenance Technologies. Topics include: self assessment, career research, resume development, interview skills, job search strategies, and cooperative education policies and procedures.
Prerequisites: None

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 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
3 Credits. 2 Lecture Hours. 3 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 110 and AMT 201

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
3 Credits. 2 Lecture Hours. 2 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 250 Unmanned Aerial Systems
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on constructing, assembling, inspecting, repairing, and maintaining a small unmanned aerial system (drone). Topics include: designing and constructing a platform, soldering circuit boards and electrical components, programming operating and control systems, assembling propulsion systems, and checking operations.
Prerequisites: None

AMT 255 Unmanned Aerial Systems - Remote Pilot Certification
2 Credits. 1 Lecture Hour. 2 Lab Hours.
A course on safely and legally operating an unmanned aerial system (UAS) as an operator, observer, and operations administrator in compliance with Federal Aviation Regulations. The course also prepares students to successfully complete the Federal Aviation Administration FAR Part 107 Remote Pilot certification exam.
Prerequisites: None

AMT 270 Avionics Orientation
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on aircraft and avionics systems topics and terminology. Topics include: aircraft parts, aircraft axis and controls, flight controls, theory of flight, pre- and post-flight inspection, and ground movement and storage of aircraft. The course prepares students to successfully complete the National Center for Aircraft Technician Training exam for Aircraft Electronics Technician.
Prerequisites: None

AMT 271 Avionics 1
2 Credits. 1 Lecture Hour. 3 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 105

AMT 272 Avionics 2
2 Credits. 1 Lecture Hour. 3 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 290 FAA General, Airframe, and Powerplant Certification Test Preparation
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course that prepares students to successfully complete the Federal Aviation Administration (FAA) General, Airframe, and Powerplant written, oral, and practical tests. To enroll in the course, student must be a graduate of a Part 147 school or hold FAA-signed Form 8610-2.
Prerequisites: Graduate of a Part 147 school or hold FAA-signed Form 8610-2

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

ART - 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 130 Introduction to Photography
3 Credits. 2 Lecture Hours. 3 Lab Hours.
An introduction to 35mm film photography. Topics include the 35mm camera, technical aspects of image making, film processing and printing, and the aesthetics of photography.
Prerequisites: None
Ohio Transfer Assurance Guide Approved

ART 135 Digital Photography and Imaging
3 Credits. 2 Lecture Hours. 3 Lab Hours.
An introduction to digital photography. Topics include: basic camera controls, exposure, color balance, lighting, composition, image correction, and output for screen or print applications.
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

ASL - American Sign Language

Courses

ASL 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
Ohio Transfer Assurance Guide Approved

ASL 102 Beginning American Sign Language 2
3 Credits. 3 Lecture Hours. 1 Lab Hour.
A continuation of ASL 101. Topics include: continued development of ASL vocabulary and grammatical features, understanding of Deaf culture, and conversational comprehensive and expressive skills.
Prerequisites: ASL 101 (minimum grade C)
Ohio Transfer Assurance Guide Approved

ASL 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: ASL 102 (minimum grade C)
Ohio Transfer Assurance Guide Approved

ASL 202 Intermediate American Sign Language 2
3 Credits. 3 Lecture Hours. 1 Lab Hour.
A continuation of ASL 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: ASL 201 (minimum grade C)
Corequisites: Take ITP 230

ASL 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.
Prerequisites: ASL 202 and ITP 230 (minimum grade C for both)

ASL 252 Advanced American Sign Language 2
3 Credits. 3 Lecture Hours. 1 Lab Hour.
A continuation of ASL 251. Topics include: advanced-level vocabulary building and grammatical features improvement, and applying native-like signing into ASL production.
Prerequisites: ASL 251 (minimum grade C)

AUTO - Automotive

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: None
Corequisites: 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 using a variety of hand-held equipment.
Prerequisites: None
Corequisites: AUTO 100

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 theory, 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

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, oscilloscopes, 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 (minimum grade C)

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 197 Part-Time Career Education Project: Automotive
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

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 (minimum grade C)

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 297 Full-Time Career Education Project: Automotive
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

AVP - Audio/Video Production

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: None

AVP 110 Videography: Single Camera Production and 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 (minimum grade C)

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 100 (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 (minimum grade C)

AVP 150 College Movie Festival
2 Credits. 1 Lecture Hour. 2 Lab Hours.
A course where students write and produce a short film to be viewed at the annual Greater Cincinnati College Movie Festival. Students who participate in primary production and post-production roles may earn elective credit to be applied to the Audio/Video Production degree.
Prerequisites: AVP 100

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 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 and AVP 120 (minimum grade C for both)

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, composting, 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 120 and GRD 130 (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 Continunity
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 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 280 Multi-Track Recording and Mixing Techniques
4 Credits. 2 Lecture Hours. 4 Lab Hours.
A course on techniques for the multi-track recording process including pre-production, basic tracking, overdubbing, and final mix. Topics include: working with and directing talent, session setup, 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

BIO - Biology

Courses

BIO 100 Integrated Biology and Skills for Success in Science
6 Credits. 5 Lecture Hours. 3 Lab Hours.
A course on integrated biological, mathematical, and scientific laboratory skills needed for success in anatomy and physiology courses required for Health and Public Safety majors, as well as science courses in all majors. Topics include: biological, biochemical, and organismal processes; math fundamentals for science application; and introductory lab experiences. Students must pass a comprehensive exam to pass this course.
Prerequisites: Placement into ENG 101A, and MAT 093 or MAT 105A or MAT 131A or appropriate Math placement

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: FYE 120 or placement into ENG 101, and MAT 093 or MAT 105A or MAT 131A or appropriate Math placement
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, ethical considerations for genetics, and societal implications of an individual's genetic identity. The course is delivered through online instruction only.
Prerequisites: BIO 100 or BIO 111 or BIO 131 (minimum grade C for all)

BIO 117 Human Body in Health and Disease
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on 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: Placement into ENG 101A, and MAT 093 or MAT 105A or MAT 131A or appropriate Math placement

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: Placement into ENG 101A, and MAT 093 or MAT 105A or MAT 131A or appropriate Math placement
Corequisites: BIO 117

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 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, etiology of disease, manifestations of disease, diagnostic and therapeutic activities, and impact of disease.
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 310 Food Microbiology
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on the role of microorganisms in foods. Topics include: nomenclature, classification, and prevalence and identification of microorganisms that affect food safety, food spoilage, food-borne illness, and food fermentation.
Prerequisites: CHE 115 and CUL 115 and instructor consent
Instructor Consent Required

BMT - Biomedical Engineering Technology

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: MAT 124 (minimum grade C) or appropriate Math placement

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 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: EET 121 (minimum grade C) and BMT 161 and EET 132

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

BPA - Business Programming & System Analysis

Courses

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 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

BPI - Building Performance Inspection

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 - Brewing Science

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: None

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 115 Sustainability for Brewing and Beverage
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on issues and individual contributions to environmental sustainability in the brewing and beverage industries. Topics include: renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts in breweries, distilleries, and other craft beverage manufacturing processes.
Prerequisites: None

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: MAT 093 or MAT 105A or appropriate Math placement, and minimum age 21

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, and minimum age 21

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: Minimum age 21

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, and minimum age 21

BREW 160 Sensory Evaluation of Beer
3 Credits. 3 Lecture Hours. 0 Lab Hour.
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; descriptive analysis/model systems; judging systems; and set-up and operation of beverage competitions.
Prerequisites: CHE 110 and minimum age 21

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: BUS 190 (minimum grade C), and minimum age 21

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, and minimum age 21
Instructor Consent Required

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, and minimum age 21
Instructor Consent Required

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, and minimum age 21
Instructor Consent Required

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, and minimum age 21
Instructor Consent Required

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, and minimum age 21
Instructor Consent Required

BREW 197 Part-Time Career Education Project: Brewing Science
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator 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: ENG 101, and minimum age 21

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 kegging. Topics include: expanding product shelf life; selecting containers; controlling temperature and light; and evaluating options for labeling, capping, and sealing.
Prerequisites: BREW 120, and minimum age 21

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 130, and minimum age 21

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: ENG 101, and minimum age 21

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: BUS 190 (minimum grade C), and minimum age 21

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, and minimum age 21
Instructor Consent Required

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, and minimum age 21
Instructor Consent Required

BREW 297 Full-Time Career Education Project: Brewing Science
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

BSC - Bioscience Technology

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: None

BSC 115 Introduction to Bioscience
4 Credits. 3 Lecture Hours. 3 Lab Hours.
An introductory course on techniques, methodology, skills, and regulations used in bioscience/biotechnical laboratory settings. Topics include: standard operating procedures (SOPs) including record-keeping and data analysis, aseptic technique, solution and media preparation, laboratory management, and foundational elements of microscopy, microbiology, spectroscopy, genetic engineering, animal models in research, and troubleshooting experiments and protocols.
Prerequisites: BIO 111 or BIO 131, and CHE 110 or CHE 121 and CHE 131 (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: ENG 101

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 or certificate 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: BSC 115, and BSC 205 or BSC 210 (minimum grade C for all)

BSC 192 Part-Time Cooperative Education 2: Bioscience
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: BSC 191

BSC 205 Molecular Genetics in Bioscience
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 (minimum grade C)
Instructor Consent Required

BSC 210 Proteomics in Bioscience
5 Credits. 2 Lecture Hours. 6 Lab Hours.
A course on isolation, purification, 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 (minimum grade C)

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: BSC 115, 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: BSC 115, and BSC 205 or BSC 210 (minimum grade C for all)

BUS - Business

Courses

BUS 100 Business Career Exploration Seminar
1 Credit. 0 Lecture Hour. 2 Lab Hours.
A course on using research and personal reflection to develop a strong foundation for selecting an academic program/major and planning a career related to Business. Topics include: analyzing interests, abilities, and values; reviewing academic and personal requirements for related programs/majors; and examining career outcomes including salary, job availability, advancement opportunities, and other factors.
Prerequisites: None

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: FYE 120 or placement into ENG 101

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: BUS 190 (minimum grade C)

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 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 (minimum grade C)

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

CET - Civil Engineering Technology

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, and diversity. Students also complete OSHA Construction Outreach Training, a 10-hour orientation and safety program. Students use Microsoft Word, Excel, and PowerPoint to complete assignments.
Prerequisites: None

CET 106 Plan Reading for Construction Management
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on fundamentals of interpreting working construction drawings for residential and commercial buildings including scales, dimensions, notes, symbols, sections, schedules, and how various drawing views relate to each other.
Prerequisites: None

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 108 Basic Construction Safety for Employees
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course for entry-level construction workers on employee rights and employer responsibilities, and how to identify, avoid, and prevent job-related health and safety hazards on a construction site. This course satisfies U.S. Department of Labor OSHA 10 requirements.
Prerequisites: None

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 124 or appropriate placement

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 133 Home Inspection - American Society of Ho me Inspectors

5 Credits. 2 Lecture Hours. 6 Lab Hours.
A course that meets requirements for the American Society of Home Inspectors (ASHI)120-hour home inspection course. Topics include: standards and reports, exterior cladding, exterior structures, roofing and foundations, interiors, electrical systems, heating, air conditioning, and plumbing. Students participate in field inspection lab activity and take a certification exam. A comprehensive final score of 70% is required to pass the course.
Prerequisites: None

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 124 or appropriate placement

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 141 Building Construction Methods 1
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamental methods, materials, and basic building codes used in modern residential and commercial construction.
Prerequisites: None

CET 142 Building Construction Methods 2
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A continuation of CET 141, with emphasis on mechanical, electrical, and plumbing systems and equipment used in modern building construction. Students participate in construction site visits.
Prerequisites: CET 141

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 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
Corequisites: CET 211, CET 212

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 211 Advanced Revit: Mechanical
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on understanding concepts of plumbing and mechanical systems and preparing details of plumbing and mechanical systems layouts using Revit software.
Prerequisites: CET 120
Corequisites: CET 205, CET 212

CET 212 Advanced Revit: Electrical
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on understanding concepts of electrical power and lighting systems and and preparing details of electrical power and lighting systems layouts using Revit software.
Prerequisites: CET 120
Corequisites: CET 205, CET 211

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: None
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 242 Building Construction Methods 2: Mechani
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A continuation of CET 141, with emphasis on mechanical, electrical, and plumbing systems and equipment used in modern building construction. Students participate in construction site visits.
Prerequisites: CET 141

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 246 Structural Systems of Building Construct
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on fundamental structural elements of a building, including components made of steel, wood, and concrete and the soil bearing of foundations. Topics include: loads and load paths, tributary areas, reactions of beams, shear and bending stresses of simple beams and columns, bolted and welded connections, and wood fasteners.
Prerequisites: CET 141 and MAT 125

CET 253 Virtual Design and Construction Layout
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on using modern tools and technologies to layout and manage 3D site and building information models (BIM) for construction.
Prerequisites: MAT 125 and CET 115

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 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 211 and CET 212

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 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

CFS - Culinary & Food Science

Courses

CFS 315 Chemistry and Analysis of Food
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A course on food chemistry with emphasis on the functional properties and reactions of the major food components: carbohydrates, lipids, proteins, and water. Topics include: understanding the effect of chemical changes on the characteristics of food, using analytical and instrumental techniques to investigate food constituents and properties, and developing laboratory skills.
Prerequisites: CHE 111 and MAT 151 (minimum grade C for both), and instructor consent
Instructor Consent Required

CFS 320 Formulation and Ingredient Functionality
3 Credits. 1 Lecture Hour. 4 Lab Hours.
A course on food formulation practices including analysis of ingredient functionality and the role of current food products in the delivery of a new value proposition. Topics include: product attributes and appeal, and nutrition and safety.
Prerequisites: MAT 151 and CHE 110 (minimum grade C for both) and instructor consent
Instructor Consent Required

CFS 325 Food Product Development
3 Credits. 1 Lecture Hour. 4 Lab Hours.
A course that integrates culinary skills, food science knowledge, and effective use of functional ingredients to create high-quality and innovative food products. Topics include: general practices for food formulation, equipment use, and documentation.
Prerequisites: CFS 320 (minimum grade C) and instructor consent
Instructor Consent Required

CFS 340 Colloquium on Current Food Topics
3 Credits. 3 Lecture Hours. 0 Lab Hour.
Subject-matter experts from the food industry present information on current industry concerns from varied specialized areas, such as beverages, dairy, cultured foods, flavors, preservation, and baking science.
Prerequisites: ENG 101 and CUL 200 (minimum grade C for both) and instructor consent
Instructor Consent Required

CFS 360 Science in Food and Cooking
3 Credits. 1 Lecture Hour. 4 Lab Hours.
A course that deepens understanding of the chemistry of food and fosters better cooking through exploration of culinary science topics and related laboratory activities. Topics include: the science of sauces, flavors, Maillard reactions, emulsions, pH, and colors.
Prerequisites: CFS 315 (minimum grade C) and instructor consent
Instructor Consent Required

CFS 391 Part-Time Cooperative Education 1: Culinary and Food Science
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor'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: CFS 311 and CFS 320 and co-op coordinator consent
Instructor Consent Required

CFS 392 Part-Time Cooperative Education 2: Culinary and Food Science
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor'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: CFS 391 and co-op coordinator consent
Instructor Consent Required

CFS 393 Part-Time Cooperative Education 3: Culinary and Food Science
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor'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: CFS 392 and co-op coordinator consent
Instructor Consent Required

CFS 394 Part-Time Cooperative Education 4: Culinary and Food Science
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor'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: CFS 393 and co-op coordinator consent
Instructor Consent Required

CFS 397 Part-Time Career Education Project: Culinary and Food Science
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelors 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: BUS 190 and coordinator consent
Instructor Consent Required

CFS 410 Sensory Evaluation & Food Product Design
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on business and scientific aspects of food product development and design, from ideation to commercialization. Topics include: the science of sensory evaluation and its role in product development, consumer research, trend analysis, competitive product analysis, and integration of market research and sensory analysis in product development.
Prerequisites: CFS 325 (minimum grade of C) and instructor consent
Instructor Consent Required

CFS 420 Food Safety and Quality
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on food production practices that assure quality and safety. Topics include: sanitation practices; control of pathogenic and spoilage microorganisms in food; and prevention, control, and mitigation of threats to the quality and safety of the food system.
Prerequisites: BIO 310 (minimum grade C)

CFS 430 Food Processing
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on food production systems, including principles of scale-up and large-scale production systems, processing, and packaging technologies.
Prerequisites: CFS 360 (minimum grade C) and instructor consent
Instructor Consent Required

CFS 440 Food Policy, Regulations and Compliance
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on regulatory policies that affect food production. Topics include: the Code of Federal Regulations, regulatory agencies and their responsibilities, food labeling guidelines for dietary and health-related claims such as organic and natural, and permissible use of functional and enrichment additives.
Prerequisites: CFS 420 (minimum grade C)

CFS 490 Culinary and Food Science Capstone
3 Credits. 1 Lecture Hour. 4 Lab Hours.
Students synthesize and apply knowledge and proficiency gained throughout the baccalaureate degree program to complete a project that demonstrates skills in problem-solving, communication, and project management, as well as professional competence.
Prerequisites: CFS 410 and CFS 420 (minimum grade C for both) and instructor consent
Instructor Consent Required

CFS 491 Full-Time Cooperative Education 1: Culinary and Food Science
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking a bachelor's degree participate in their first full-time field learning experience related to their Culinary and Food Science degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CFS 311 and CFS 320 and co-op coordinator consent
Instructor Consent Required

CFS 492 Full-Time Cooperative Education 2: Culinary and Food Science
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking a bachelor's degree participate in their second full-time field learning experience related to their Culinary and Food Science degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CFS 491 and co-op coordinator consent
Instructor Consent Required

CFS 497 Full-Time Career Education Project: Culinary and Food Science
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking a bachelors 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: BUS 190 and coordinator consent
Instructor Consent Required

CHE - Chemistry

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: MAT 093 or appropriate Math placement, and FYE 120 or placement into ENG 101 (minimum grade C for both)

CHE 105 Everyday Chemistry
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: FYE 120 or placement into ENG 101 (minimum grade C) MAT 093 or appropriate Math placement (minimum grade C)
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: MAT 096 or MAT 105 or MAT 124 or appropriate Math placement, and FYE 120 or placement into ENG 101 (minimum grade C for all)
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 for both)
Ohio Transfer Module Approved

CHE 115 General, Organic, and Biological Chemistry
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A survey of basic concepts of 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: MAT 096 or MAT 124 or appropriate Math placement, and FYE 120 or placement into ENG 101 (minimum grade C for all)
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: High School Chemistry (within three years, minimum grade B) or CHE 100 or CHE 110 (minimum grade C for both), and MAT 096 or MAT 124 or appropriate Math placement (minimum grade C for both), and FYE 120 or placement into ENG 101 (minimum grade C)
Corequisites: CHE 131: General Chemistry 1 Lab
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)
Corequisites: CHE 132: General Chemistry 2 Lab
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: High School Chemistry (within 3 years, minimum grade B) or CHE 100 or CHE 110 (minimum grade C for both), and MAT 124 or MAT 096 or appropriate Math placement (minimum grade C for both), and FYE 120 or placement into ENG 101 (minimum grade C)
Corequisites: CHE 121: General Chemistry 1
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)
Corequisites: CHE 122
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

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)
Corequisites: CHE 211
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)
Corequisites: CHE 212
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)
Corequisites: CHE 201
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)
Corequisites: CHE 202
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

CHW - Community Health Worker

CIT - Center for Innovative Technology

Courses

CIT 100 Introduction to Engineering and Engineering Technologies
2 Credits. 1 Lecture Hour. 3 Lab Hours.
A course that prepares students for success in Engineering fields and Engineering Technologies fields including Biomedical, Civil, Environmental, Electrical, Industrial, and Mechanical. Topics include: investigating academic and career pathways; and building skills in measurement, data collection and graphing, problem solving, research, and basic computation.
Prerequisites: MAT 093 or appropriate placement

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 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

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: Placement into ENG 101A

CIT 250 Engineering Community
2 Credits. 1 Lecture Hour. 3 Lab Hours.
Students participate in instructor-facilitated community service experiences to engage high school students and teachers in STEM (Science/Technology/Engineering/Mathematics) classroom activities that address applied engineering concepts.
Prerequisites: Instructor consent
Instructor Consent Required

CMT - Chemical Technology

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 171 Chemical Operator 1
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on the Process Industry and the roles and responsibilities of Process Technicians. Topics include: applied chemistry and physics; process industry equipment; occupational safety; and skills and attitudes needed to succeed as a Process Technician.
Prerequisites: None

CMT 172 Chemical Operator 2
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A continuation of CMT 171, emphasizing chemical systems and operational processes and responsibilities of a Process Technician. Topics include: instrumentation, systems used in process technology operations, process documentation (P&ID's and PFDs), start-up and shut-down requirements, and process operator responsibilities.
Prerequisites: CMT 171

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 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
Corequisites: CMT 285: Chemical Research

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
Corequisites: CMT 230: Chemical Instrumental Analysis

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

COMM - Communication

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: FYE 120 or placement into ENG 101
Ohio Transfer Assurance Guide Approved

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
Ohio Transfer Assurance Guide Approved

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 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

CPDM - Computer Programming & Database Management

Courses

CPDM 120 Fundamentals of Object-Oriented Programming using Python
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamentals of object-oriented programming using the Python programming language. Topics include: understanding Python; applying concepts of object-oriented design and programming by developing classes, methods, and properties using the principles of encapsulation, abstraction, inheritance, and polymorphism.
Prerequisites: IT 101 and IT 111 (minimum grade C for both)

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 210 System Analysis and Design
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamental concepts in system analysis and design, within the framework of the system development life cycle. Topics include: business case analysis, requirement gathering, requirement modeling, enterprise modeling, and development strategies.
Prerequisites: None

CPDM 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

CPDM 212 Business Application Development 2: RPGLE/DB2
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A continuation of CPDM 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: CPDM 211

CPDM 230 Mobile Application Development
4 Credits. 3 Lecture Hours. 3 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

CPDM 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: CPDM 230

CPDM 250 Game Design and Society
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course that examines the interdisciplinary natures of games and the fundamentals of game design. Topics include: history of games and play in society; game genres; game technical and experiential features; characteristics of game players; and creating game concepts, worlds, and characters.
Prerequisites: IT 117

CPDM 255 Web Game Development
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on introductory programming for web games and similar interactive media using web programming languages such as JavaScript and HTML. Topics include: game programming frameworks, web programming syntax, web programming libraries for games, using a game loop, using sprites, interactive GUI programming, and creating the game environment.
Prerequisites: CPDM 250

CPDM 290 Computer Programming and Database Management Capstone
3 Credits. 2 Lecture Hours. 3 Lab Hours.
Students work on a team project that demonstrates mastery of skills gained throughout their degree studies. Topics include: developing a project idea, conducting a feasibility study for the idea, gathering and analyzing requirements, and designing and implementing a solution.
Prerequisites: IT 218 or IT 262 or SET 252 or program chair consent
Instructor Consent Required

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 296 Project-Based Learning 1
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's degree participate in their first full-time project-based learning experience related to their degree. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: IT 102

CPDM 297 Project-Based Learning 2
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's degree participate in their second full-time project-based learning experience related to their degree. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CPDM 296 or CPDM 291

CRJ - Criminal Justice

Courses

CRJ 102 Juvenile Delinquency
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on juvenile delinquency and the juvenile court system.
Prerequisites: Placement into ENG 101A

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: Placement into ENG 101A
Ohio Transfer Assurance Guide Approved

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
Ohio Transfer Assurance Guide Approved

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
Ohio Transfer Assurance Guide Approved

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

CSA - Computer Support Administration

Courses

CSA 111 Computer Repair 1
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on theory and operation of computer systems. Topics include: operating systems, interface of operating systems and hardware, central processing unit (CPU) structures and evolution, bus structures, memory, data storage, input/output devices, motherboard structures, number systems, and USB/IEEE 1392 data transmission.
Prerequisites: FYE 120 or placement into ENG 101, and MAT 093 or MAT 105A or appropriate Math placement

CSA 112 Computer Repair 2
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of CSA 111. Topics include: examining the board/component level of computer systems while using diagnostic software and instrumentation to isolate failures and restore systems to normal operation.
Prerequisites: CSA 111

CSA 191 Part-Time Cooperative Education 1: Computer Support and 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: CIT 190

CSA 192 Part-Time Cooperative Education 2: Computer Support and 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: CSA 191

CSA 193 Part-Time Cooperative Education 3: Computer Support and 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: CSA 192

CSA 194 Part-Time Cooperative Education 4: Computer Support and 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: CSA 193

CSA 195 Part-Time Cooperative Education 5: Computer Support and 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: CSA 194

CSA 196 Part-Time Cooperative Education 6: Computer Support and 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: CSA 195

CSA 213 Computer Repair 3
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of CSA 112. Topics include: specialized hardware, peripheral devices, system optimization, driver installation, internet connectivity, and printer maintenance.
Prerequisites: CSA 112

CSA 290 Computer Support and Administration Capstone
3 Credits. 2 Lecture Hours. 2 Lab Hours.
Students work in teams to complete a design project using analog and digital concepts, and prepare a presentation of results. Topics include: design theory, feasibility study, project economics, team building, and effective presentations.
Prerequisites: CSA 112, and NETA 115 or NETC 121

CSA 291 Full-Time Cooperative Education 1: Computer Support and 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: CIT 190

CSA 292 Full-Time Cooperative Education 2: Computer Support and 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: CSA 291

CSA 293 Full-Time Cooperative Education 3: Computer Support and 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: CSA 292

CSA 294 Internship 1: Computer Support and Administration
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

CSA 295 Internship 2: Computer Support and Administration
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: CSA 294

CUL - Culinary Arts

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. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Placement into ENG 101A, and MAT 093 or MAT 105A (minimum grade C for both) or appropriate Math placement
Corequisites: CUL 101: Culinary 1
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: Placement into ENG 101A, and MAT 093 or MAT 105A (minimum grade C for both) or appropriate Math placement
Corequisites: CUL 100: Culinary Demonstration
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 and CUL 101 and CUL 115 (minimum grade C for all)

CUL 105 Culinary Baking
3 Credits. 0 Lecture Hour. 6 Lab Hours.
A course on concepts and techniques of baking and pastries. Topics include: product identification, use of baking equipment, production of flour confectionery items, and preparation of desserts.
Prerequisites: CUL 100 and CUL 101 (minimum grade C for both)

CUL 110 Culinary Nutrition
3 Credits. 0 Lecture Hour. 6 Lab Hours.
A course on concepts and techniques for 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 (minimum grade C)

CUL 115 Food Service Sanitation
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course on sanitation and safety in the food service industry, which includes the National Restaurant Association Education Foundation's ServSafe Manager Certification in Food Protection Exam. Students must pass the exam with a minimum score of 75%. Successful completion earns the designations of ServSafe Food Protection Manager and Ohio Department of Health Manager Certification in Food Protection.
Prerequisites: FYE 120 or placement into ENG 101

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: BUS 190 (minimum grade C) 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: CUL 195

CUL 197 Part-Time Career Education Project: Culinary Arts
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

CUL 200 Garde Manger
4 Credits. 0 Lecture Hour. 8 Lab Hours.
A course on concepts and techniques for contemporary practice of garde manger. Topics include: basic meat fabrication, knowledge of the cold kitchen, and platter and buffet presentation.
Prerequisites: CUL 102 (minimum grade C)

CUL 205 Culinary Production
3 Credits. 0 Lecture Hour. 6 Lab Hours.
A course on concepts of food service production and service techniques. Topics include: buffet, banquet, and a la carte production.
Prerequisites: CUL 102 (minimum grade C) and BUS 190

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 (minimum grade C)

CUL 220 Culinary Butchery
3 Credits. 0 Lecture Hour. 6 Lab Hours.
A course on basic butchery and fish fabrication. Topics include: fabrication techniques including retail, production, value added products, wholesale, and personal use; and discussion of cooking methods, flavors, and textures of the cuts.
Prerequisites: CUL 102 (minimum grade C)

CUL 230 Plant-Based Cuisine
3 Credits. 1 Lecture Hour. 4 Lab Hours.
A course that explores several types of plant-based cooking and how to prepare foods, incorporate them into lifestyle choices, and enhance eating habits for optimal balance. Topics include: pickling, fermentation, using a flavor wheel, micro-growing, hydroponics, Maillard reactions, and protein alternatives.
Prerequisites: CUL 101 (minimum grade C)

CUL 290 Culinary Capstone
3 Credits. 0 Lecture Hour. 6 Lab Hours.
Students synthesize and apply knowledge and proficiency gained throughout the associate's degree program to complete projects that demonstrate skills in culinary, nutrition, costing, and management areas.
Prerequisites: CUL 110 and CUL 200 and CUL 205 (minimum grade C for all)

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: BUS 190 (minimum grade C) 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 297 Full-Time Career Education Project: Culinary Arts
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

CULT - Culture Studies

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; ablism; stereotypes, bias, and discrimination; and diversity in the workplace.
Prerequisites: FYE 120 or placement into ENG 101

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 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)

DMS - Diagnostic Medical Sonography

Courses

DMS 100 Survey of Sonography
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on foundational 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)
Corequisites: BIO 152

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: DMS 100
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 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)

DMSC - Diagnostic Medical Sonography-Cardiovascular

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
Corequisites: DMSC 121: Cardiovascular Sonography Scan Lab 1
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
Corequisites: DMSC 120: Cardiovascular Sonography DMS 111 : Sonographic Principles and Instrumentation 1 DMSC 110 : Advanced Electrocardiography
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)
Corequisites: DMSC 131 : Vascular Sonography 1 DMSC 141 : Echocardiography 1 DMS 112 : Sonographic Principles and Instrumentation 2

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)
Corequisites: DMSC 141 : Echocardiography 1 DMSC 122 : Cardiovascular Sonography Scan Lab 2 DMS 112 : Sonographic Principles and Instrumentation 2

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)
Corequisites: DMSC 131 : Vascular Sonography 1 DMSC 122 : Cardiovascular Sonography Scan Lab 2 DMS 112 : Sonographic Principles and Instrumentation 2

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)
Corequisites: DMSC 223 : Cardiovascular Sonography Scan Lab 3

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
Corequisites: DMSC 232 : Vascular Sonography 2 DMSC 242 : Echocardiography 2 DMSC 224 : Cardiovascular Sonography Scan Lab 4

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
Corequisites: DMSC 250 : Cardiovascular Imaging Seminar

DMSG - Diagnostic Medical Sonography-General Imaging

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
Corequisites: DMSG 121: General Imaging Sonography Scan Lab 1
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
Corequisites: DMSG 120: General Imaging Sonography DMS 111 : Sonographic Principles and Instrumentation 1 DMSG 110 : Sterile Techniques
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)
Corequisites: DMSG 131 : Abdominal Sonography 1 DMSG 141 : Obstetrics and Gynecology Sonography 1 DMS 112 : Sonographic Principles and Instrumentation 2

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)

Corequisites: DMSG 141 : Obstetrics and Gynecology Sonography 1 DMSG 122 : General Imaging Sonography Scan Lab 2 DMS 112 : Sonographic Principles and Instrumentation 2

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 gyneocology 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)

Corequisites: DMSG 131 : Abdominal Sonography 1 DMSG 122 : General Imaging Sonography Scan Lab 2 DMS 112 : Sonographic Principles and Instrumentation 2

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)
Corequisites: DMSG 223 : General Imaging Sonography Scan Lab 3

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
Corequisites: DMSG 232 : Abdominal Sonography 2 DMSG 242 : Obstetrics and Gynecology Sonography 2

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
Corequisites: DMSG 250 : General Imaging Seminar

DT - Dietetic

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 polices; and the influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior. Students participate in supervised practice.
Prerequisites: FYE 120 or placement into ENG 101, and MAT 093 or MAT 105A or MAT 131A or appropriate Math placement, and instructor consent
Corequisites: DT 190: Dietetic Professional Practices
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: FYE 120 or placement into ENG 101
Instructor Consent Required

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: FYE 120 or placement into ENG 101, and MAT 093 or MAT 105A or MAT 131A or appropriate Math placement
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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 (minimum grade C)

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 (minimum grade C) and instructor consent
Corequisites: DT 180
Instructor Consent Required

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 (minimum grade C)

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 (minimum grade C) and instructor consent
Corequisites: DT 130
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, Code of Ethics, HIPAA, universal precautions, and blood-borne pathogen safety training.
Prerequisites: FYE 120 or placement into ENG 101, and instructor consent
Corequisites: DT 110: Community Nutrition
Instructor Consent Required

DT 200 Introduction to Food Science
3 Credits. 2 Lecture Hours. 2 Lab Hours.
Introduction to the science of foods in relation to chemical composition, nutritional value, processing methods, quality, safety, and standards of identity through the use of experimentation and research.
Prerequisites: DT 120 and instructor consent
Instructor Consent Required

DT 205 Cultural Food Production
3 Credits. 1 Lecture Hour. 4 Lab Hours.
A course on food production practices while considering cultural food preferences of specific populations. Topics include: cultural food choice; identification, care, and use of institutional food service equipment; standardized recipes; quality assurance; work efficiency; costing; and food evaluation.
Prerequisites: CUL 115

DT 211 Food Service Management 1
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamental concepts of food service management. Topics include: the foodservice business, food preparation, menu planning and development, meal service and delivery systems, evaluation of meal production, recipe standardization, and food safety and sanitation. This course is offered through online delivery only.
Prerequisites: DT 120 (minimum grade C) and instructor consent
Instructor Consent Required

DT 212 Food Service Management 2
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A continuation of DT 211. Topics include: management responsibilities including food, beverage, supply chain, and general management; human resource management; leadership management; internal control; operational analyses; marketing; and customer service. This course is offered through online delivery only.
Prerequisites: DT 211 (minimum grade C) and instructor consent
Instructor Consent Required

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 (minimum grade C) and instructor consent
Instructor Consent Required

DT 220 Culinary Nutrition Therapy
3 Credits. 1 Lecture Hour. 4 Lab Hours.
A course on fundamental skills and concepts of culinary nutrition therapy, also known as "culinary medicine," which combines evidence-based nutrition and medical knowledge with culinary food preparation skills and food science principles. Topics include: modifying recipes for optimal health and to provide snacks and meals that are appropriate for individuals with chronic health conditions such as food allergies, Celiac disease, gastrointestinal disorders, renal disease, heart disease, diabetes, hypertension, and cancer.
Prerequisites: DT 120 and DT 200 and instructor consent
Instructor Consent Required

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 (minimum grade C) and instructor consent
Corequisites: DT 285
Instructor Consent Required

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 (minimum grade C) and instructor consent
Corequisites: DT 289
Instructor Consent Required

DT 225 Dietary Manager Exam Review
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course that prepares students to take the Certified Dietary Manager exam, covering topics on foodservice, sanitation, management, and human resources. Students complete several pretests and must pass a final competency exam with a score of 80% or better to receive verification of eligibility to sit for the Certified Dietary Manager exam.
Prerequisites: DT 211 and DT 215 and DT 280 (minimum grade C for all), 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 noncommercial 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: pediatrics, applying the Nutrition Care Process (NCP), care plans, enteral and parenteral nutrition, transitional feeding, stress, and medical nutrition therapy (MNT) for various medical conditions.
Prerequisites: DT 180 (minimum grade C) and instructor consent
Corequisites: DT 221:Medical Nutrition Therapy 1
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
Corequisites: DT 221
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 noncommercial food service management setting and complete an individualized final project agreed upon by the student and instructor.
Prerequisites: DT 280 (minimum grade C) 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
Corequisites: DT 222: Medical Nutrition Therapy 2
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 with a score of 80% or better to receive a verification statement indicating eligibility to sit for the Dietetic Technician Registration exam.
Prerequisites: Complete all required DT courses (minimum grade C for all), and instructor consent
Instructor Consent Required

ECC - Early Childhood Care

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

ECE - Early Childhood Education

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 125 Introduction to Early Childhood Education
3 Credits. 3 Lecture Hours. 0 Lab Hour.
An introductory course on the Early Childhood Education field and related services that support children and their families from birth to age 5. Topics include: the Early Childhood Education profession and the role of the teacher/caregiver, history of Early Childhood Education, major models and programs that support and/or educate young children, foundational theories and practices for such programs, and current issues in the field.
Prerequisites: FYE 120 or placement into ENG 101

ECE 145 The Developing Child
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on growth and development of children from prenatal through age twelve. Topics include: characteristics and needs of children for physical, cognitive, language, social, and emotional growth and development; and theories of early childhood education.
Prerequisites: FYE 120 or placement into ENG 101
Ohio Transfer Assurance Guide Approved

ECE 155 Health, Safety, and Nutrition in Childhood
2 Credits. 2 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: FYE 120 or placement into ENG 101

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: FYE 120 or placement into ENG 101

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. The course 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 (minimum grade C for both)

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: FYE 120 or placement into ENG 101
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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 125 and ECE 145 and EDU 105 (minimum grade C for all)

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 (minimum grade C for both)

ECE 215 Classroom Management and Guidance
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on concepts and techniques for management of early educational classrooms, and implementation of developmentally appropriate practice and guidance for children from birth to age eight.
Prerequisites: ECE 180 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C) and ECE Program Chair consent

ECO - Economics

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: Placement in ENG 101A and MAT 093 (minimum grade C) or appropriate Math placement
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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 polices.
Prerequisites: Placement in ENG 101A and MAT 093 (minimum grade C) or appropriate Math placement
Ohio Transfer Module Approved

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EDU - Education

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: FYE 120 or placement into ENG 101
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: EDU 105 (minimum grade C)

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 (minimum grade C)
Ohio Transfer Assurance Guide Approved

EDU 210 Educational Psychology
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 - Electrical Engineering Technology

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: MAT 093 or appropriate placement

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: Placement into ENG 101A, and MAT 096 or MAT 124 or appropriate Math placement

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 124 (minimum grade C) or appropriate Math placement

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 (minimum grade C)

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 124 (minimum grade C) or appropriate Math placement
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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 Math placement (minimum grade C for both)
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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 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

EMET - Electro-Mechanical Engineering Technology

Courses

EMET 110 Computer Aided Design for Electro-Mechanical Systems
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamentals of computer-aided drafting (CAD) and design for electro-mechanical systems, including techniques for generating accurate engineering drawings and 3D models.
Prerequisites: MAT 096 or MAT 124, or appropriate placement

EMET 141 Programmable Logic Controllers
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamentals of using programmable logic controllers (PLC). Topics include: PLC applications, ladder logic programming, processor selection and configuration, digital and analog input and output wiring, and human-machine interface (HMI) concepts.
Prerequisites: EET 131 and EMET 150 and MAT 125 or appropriate placement (minimum grade C for all)

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: Placement into ENG 101A, and MAT 096 or MAT 124 or appropriate Math placement

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 150 and EET 131 (minimum grade C for both)

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 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 (minimum grade C)

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 (minimum grade C)

EMET 241 Building Automation 1
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamentals of building automation systems and commercial HVAC/R systems. Topics include: system components, building automation and control theory, psychometrics, air and water systems, boilers, chillers, lighting, thermostats, pumps, PLC, and motor controls.
Prerequisites: EET 132
Instructor Consent Required

EMET 242 Building Automation 2
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A continuation of EMET 241. Topics include: control methods, HVAC scheduling, alarm categories and data logs, control of building HVAC mechanical systems, network fundamentals, OSI model, IP protocol, network signal transmission and protocols, and controller programming.
Prerequisites: EMET 241

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 (minimum grade C) and MAT 124 (minimum grade C) or appropriate placement

EMET 246 Laser 2
3 Credits. 2 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 (minimum grade C)

EMET 252 Motors, Motor Controls, and Variable Drives
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on DC and AC motors and motor control circuits and devices including the Variable Frequency Drive (VFD). Topics include: brushed and brushless motors and generators, Pulse Width Modulation (PWM), variable speed drives, speed/torque/power characteristics, industrial control circuits, electrical safety, and troubleshooting.
Prerequisites: EET 132 and EMET 141 and EMET 150 (minimum grade C for all)

EMET 270 Robotics and Servomechanisms
3 Credits. 2 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 (minimum grade C)

EMET 275 Electric Drive Mechanisms
3 Credits. 2 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 180 and EMET 252 (minimum grade C for both)

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

EMS - Emergency Medical Services

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 National Registry of Emergency Medical Technicians (NREMT) certification exam.
Prerequisites: FYE 120 or placement into ENG 101

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: FYE 120 or placement into ENG 101

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: FYE 120 or placement into ENG 101, and MAT 093 (minimum grade C) or appropriate Math placement

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 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 C for both)
Corequisites: EMS 221 and EMS 231
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 C for all)
Corequisites: EMS 222 and EMS 232
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 C for all)
Corequisites: EMS 223 and EMS 233

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 C for both)
Corequisites: EMS 211 and EMS 231

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 C for all)
Corequisites: EMS 212 and EMS 232

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 C for all)
Corequisites: EMS 213 and EMS 233

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 C for both)
Corequisites: EMS 211 and EMS 221

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 C for all)
Corequisites: EMS 212 and EMS 222

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 C for all)
Corequisites: EMS 213 and EMS 223

ENG - English

Courses

ENG 100 English Principles: Grammar and Structure
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A comprehensive review of writing mechanics for professional communication. Topics include: grammar, punctuation, word usage, style, proofreading, and techniques for writing and revising effective sentences.
Prerequisites: None

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: FYE 120 or placement into ENG 101
Ohio Transfer Module Approved

ENG 101A Intensive English Composition 1
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A lab-supported introduction to college writing with additional practice for understanding the reading and writing process. Topics include: identifying audiences; developing a strong thesis; providing sufficient evidence for claims; and writing essays with grammatical, mechanical, and stylistic correctness. Lab portion of course is conducted in a computer-aided classroom.
Prerequisites: Appropriate placement
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 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)

ENGR - Engineering

Courses

ENGR 111 Introduction to Engineering 1
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course that introduces students to engineering disciplines, fundamentals, and problem-solving methods by completing introductory design projects. Topics include: developing skills in design, oral, and graphical communication; teamwork; using engineering tools such as Excel, CAD, and Rapid Prototyping; and understanding global issues related to engineering practice.
Prerequisites: Placement into ENG 101A, and MAT 096 or appropriate Math placement

ENGR 112 Introduction to Engineering 2
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A continuation of ENGR 111. Topics include: understanding multidisciplinary and societal impact of engineering design solutions; using creativity and innovation within engineering problem-solving methodologies; and building skills in communication and use of engineering tools including Excel, Python, Matlab, CAD, and Rapid Prototyping.
Prerequisites: ENGR 111

ENGR 200 Engineering Statics (Calculus Based)
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on engineering fundamentals related to forces acting on rigid bodies in equilibrium. Topics include: geometric properties of structural shapes including center of gravity, centroids, moment of inertia, and radii of gyration; static friction forces; and 2-dimensional and 3-dimensional analysis of beams, trusses, and space frames.
Prerequisites: MAT 126 or MAT 152 or appropriate placement
Ohio Transfer Assurance Guide Approved

ENGR 220 Engineering Dynamics
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on kinematic vector mechanics for engineering. Topics include: kinetics of particles and rigid bodies in linear and rotational motion; and techniques for computation including Newton's laws, work-energy, and impulse-momentum methods.
Prerequisites: PHY 201 and MAT 251 and ENGR 200

ESET - Electronics Systems Engineering Technology

Courses

ESET 220 Microprocessors and Microcontrollers
3 Credits. 2 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. This course is offered online only.
Prerequisites: IT 100 or IT 101, and EET 121

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 (minimum grade C)
Ohio Transfer Assurance Guide Approved

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 - English as a Second Language

Courses

ESL 051 English as a Second Language Level 1
4 Credits. 4 Lecture Hours. 0 Lab Hour.
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. 4 Lecture Hours. 0 Lab Hour.
A continuation of ESL 051. Topics include: American culture, cross-cultural communication, the immigrant experience, and current events.
Prerequisites: ESL 051 (minimum grade C) or appropriate placement

ESL 055 English as a Second Language: Grammar
2 Credits. 2 Lecture Hours. 0 Lab Hour.
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. 2 Lecture Hours. 0 Lab Hour.
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

ET - Engineering Technologies

EVS - Environmental Science

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: FYE 120 or placement into ENG 101
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: FYE 120 or placement into ENG 101
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: FYE 120 or placement into ENG 101
Ohio Transfer Module Approved

EVT - Environmental Engineering Technology

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 U.S. EPA certificate.
Prerequisites: None

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: None
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

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

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

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

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

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

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 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

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

EXS - Exercise Science

Courses

EXS 151 Principles of Exercise Assessment and Prescription
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: Placement into ENG 101A, and MAT 093 or MAT 105A or appropriate Math placement (minimum grade C for both), and admitted to the Personal Fitness Trainer Certificate program

EXS 152 Exercise Programming
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A continuation of EXS 151 that prepares students for the American Council on Exercise 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: EXS 151 (minimum grade C)

EXS 191 Part-Time Cooperative Education: Exerci se 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: EXS 250 and EMS 100 (minimum grade C for both), and instructor consent
Corequisites: EXS 260
Instructor Consent Required

EXS 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: EXS 130 (minimum grade C)

EXS 294 Internship: Exercise Science
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: EXS 250 and EMS 100 (minimum grade C for both), and instructor consent
Corequisites: EXS 260
Instructor Consent Required

FIN - Financial Planning

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: Placement in ENG 101A and MAT 093 (minimum grade C) or appropriate math placement

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. This course is offered through online delivery only.
Prerequisites: FYE 120 or placement into ENG 101

FIN 130 Principles of Banking
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamental principles and practices of banking and credit in the United States. Topics include: financial services operations including human resources, marketing, and ethics; money and interest; negotiable instruments; mortgages; commercial lending; security; and the role of banking in today's economy. This course is offered through online delivery only.
Prerequisites: Placement into ENG 101A

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 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 (minimum grade C)

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 197 Part-Time Career Education Project: Finance
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

FIN 200 Stocks, Bonds, and Investing Principles
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, mutual funds and exchange-traded funds, international securities, options, and futures contracts. This course is offered through online learning only.
Prerequisites: FIN 100 or ACC 101

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 (minimum grade C)

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 297 Full-Time Career Education Project: Finance
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

FRN - French

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 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

FST - Fire Service Technology

Courses

FST 101 Fire Cadet Fundamentals
2 Credits. 1 Lecture Hour. 2 Lab Hours.
A course that prepares students mentally and physically for the State of Ohio Firefighter 1 & 2 course. Topics include: fire ground fundamentals, self discipline, procedures, concepts, equipment, tools, and safety related information. The course location is Station 2 on Este Avenue in Cincinnati.
Prerequisites: Instructor Consent
Corequisites: FST 136 : Emergency Vehicle Operator
Instructor Consent Required

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 physical fitness in the fire service, using American Council on Exercise (ACE) and Cooper Institute standards. Topics include: body mechanics, cardiovascular conditioning, flexibility, functional strength, and how to avoid common fire service injuries. The course location is Station 2 on Este Avenue in Cincinnati.
Prerequisites: Instructor Consent
Instructor Consent Required

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: Placement into ENG 101A, and MAT 093 or MAT 131A or appropriate Math placement
Ohio Transfer Assurance Guide Approved

FST 123 Principles of Emergency Services
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fire protection services, including philosophy, history, and career opportunities in related fields. Topics include: fire chemistry and physics, fire protection systems, and an introduction to fire strategy and tactics.
Prerequisites: Placement into ENG 101A
Ohio Transfer Assurance Guide Approved

FST 126 Fire Protection Systems
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A course on design features 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: Placement into ENG 101A
Ohio Transfer Assurance Guide Approved

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: Placement into ENG 101A
Ohio Transfer Assurance Guide Approved

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. The course location is Station 2 on Este Avenue in Cincinnati and other off-campus sites.
Prerequisites: FST 101 and FST 105 and FST 136, 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, fire control, fire protection systems, and pre-incident surveys. Students who successfully complete this course are eligible to take the Ohio Firefighter's Exam. Students who are successful on the state exam are also eligible for national (PROBOARD) certification. Some course activities are located at Station 2 on Este Avenue in Cincinnati.
Prerequisites: FST 131 and instructor consent
Instructor Consent Required

FST 135 Career Firefighter
11 Credits. 8 Lecture Hours. 12 Lab Hours.
A course covering National Fire Protection Association (NFPA) 1001 Firefighter I and II objectives. Topics include: ladders, personal protective equipment, self-contained breathing apparatus (SCBA), fire extinguishers, search and rescue, ropes and knots, and hoses and nozzles. Students must successfully complete FST 135 and earn a passing score on the Ohio firefighter exam to obtain Ohio Firefighter II certification. The course meets off-campus at 5746 Este Avenue (Cincinnati) and other off-campus sites as required.
Prerequisites: FST 101 and FST 105 and FST 136
Instructor Consent Required

FST 136 Emergency Vehicle Operator
1 Credit. 0 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. The course location is Station 2 on Este Avenue in Cincinnati.
Prerequisites: Instructor consent and valid driver's license
Corequisites: FST 101 : Fire Cadet Fundamentals
Instructor Consent Required

FST 143 Hazard Recognition Officer
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course that provides knowledge and skills needed to conduct fire and life safety inspections in the State of Ohio and meet standards for National Fire Protection Association (NFPA) Fire Inspector I. Topics include: the fire inspector's role in code enforcement; general fire prevention practices; fire safety requirements related HAZMAT, electrical systems, and fire protection systems; and properly conducting fire safety inspections. Students who complete the course successfully are prepared to take the Ohio EMS Hazard Recognition Officer (HRO) certification.
Prerequisites: FST 132 and Instructor consent
Instructor Consent Required

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.
Prerequisites: ENG 101, and instructor consent
Instructor Consent Required

FST 162 Fire Officer 2
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course that meets the job performance requirements of National Fire Protection Association (NFPA) 1021 - Managing Fire Officer, and follows the leadership standards published by the International Association of Fire Chiefs in the Officer Development Handbook.
Prerequisites: FST 161, and instructor consent
Instructor Consent Required

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: ENG 101
Ohio Transfer Assurance Guide Approved

FST 226 Building Construction for Fire Protection
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on components of building construction related to firefighter and life safety. Topics include: elements of construction and design of structures in relation to inspecting buildings, pre-planning fire operations, and operating at emergencies.
Prerequisites: ENG 101
Ohio Transfer Assurance Guide Approved

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 U.S. legal system; recent court decisions, events, and statutes; the Americans with Disabilities Act; the Family Medical Leave Act; the Fair Labor Standards Act; and HIPAA.
Prerequisites: ENG 101

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 132

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: At least five years of experience as an Ohio-certified firefighter and hold valid Ohio firefighter certificate in good standing and have passed the Firefighter II level Ohio instructor knowledge examination within the past year
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: Students must hold a current Ohio firefighter certificate and be employed by an Ohio firefighting agency

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 at a fire department. Students must follow the hosting fire department's applicable policies and procedures and keep a daily journal to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: FST 132
Instructor Consent Required

FYE - First Year Experience

Courses

FYE 100 College Success Strategies: Overview
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course on making a successful transition to college life. Topics include: effective communication; campus resources; academic planning; goal setting; time, stress, and financial management; critical thinking; study and test taking skills; diversity; social and emotional intelligence; personal health and wellness; and educational and career planning. Students must complete one FYE course in their first semester at Cincinnati State. This class is offered online only.
Prerequisites: Must meet standard for placement into ENG 101

FYE 105 College Success Strategies: Overview and Application
2 Credits. 2 Lecture Hours. 0 Lab Hour.
An overview of college life with detailed application of key course concepts. Topics include: effective communication; campus resources; academic planning; goal setting; mindfulness; time, stress, and financial management; critical thinking; study and test-taking skills; diversity; social and emotional intelligence; personal health and wellness; and educational and career planning. Students must complete one FYE course in their first semester at Cincinnati State.
Prerequisites: None

FYE 110 College Success Strategies: Practice and Application
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A comprehensive orientation to college life that builds significant skills for success. Topics include: effective communication; campus resources; academic planning; goal setting; mindfulness; time, stress, and financial management; critical thinking; study and test-taking skills; diversity; budgeting; social and emotional intelligence; personal health and wellness; and educational and career planning. Students must complete one FYE course in their first semester at Cincinnati State.
Prerequisites: None

FYE 120 College Success Strategies: Campus Integration
4 Credits. 3 Lecture Hours. 2 Lab Hours.
An orientation to campus life with integration of activities and a social action project to promote college success. Topics include: effective communication; campus resources; academic planning; goal setting; mindfulness; time, stress, and financial management; critical thinking; study and test-taking skills; diversity; budgeting; social and emotional intelligence; personal health and wellness; and educational and career pathway exploration. Students must complete one FYE course in their first semester at Cincinnati State. Successful completion of this course prepares students for ENG 101.
Prerequisites: Intended for students who are not placed into college-level English and/or Math
Instructor Consent Required

GEO - Geography

Courses

GEO 105 World Regional Geography: the Americas, Europe, and Australia
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: Placement into ENG 101A
Ohio Transfer Module Approved

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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: Placement into ENG 101A
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: Placement into ENG 101A
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

GIT - Graphic Imaging Technology

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: MID 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 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 that use current printing and publishing technologies.
Prerequisites: GIT 100 and GRD 120 and GRD 130

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 120 and GRD 130

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 120 and GRD 130

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 120 and GRD 130

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 290 Graphic Imaging Technology Capstone
1 Credit. 0 Lecture Hour. 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: MID 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

GRD - Graphic Design

Courses

GRD 120 Beginning 2D Graphics: Bitmap
3 Credits. 2 Lecture Hours. 3 Lab Hours.
An introduction to pixel-based design for multimedia applications. Topics include: principles for creating and manipulating images using Adobe Photoshop; solving visual design and production problems; and techniques for selections, layers, color correction, masks, and image adjustments.
Prerequisites: GRD 125 (minimum grade C)

GRD 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: None

GRD 130 Beginning 2D Graphics: Vector
3 Credits. 2 Lecture Hours. 3 Lab Hours.
An introduction to vector design for multimedia applications. Topics include: principles for creating images with Adobe Illustrator such as icons, logos, brand identity elements, stylized illustrations, and original print and digital artwork.
Prerequisites: GRD 125 (minimum grade C)

GRD 160 Graphic Design Analysis and Conceptualization
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course to help students refine their design sensibilities and critical thinking skills. Topics include: analyzing, diagnosing, and articulating graphic design problems; and developing a process to generate creative solutions through research, ideation, and brainstorming exercises.
Prerequisites: None
Corequisites: GRD 120,GRD 130

GRD 170 Page Layout Design
2 Credits. 1 Lecture Hour. 2 Lab Hours.
A course on using page layout application software to create multi-page documents for print and digital publications. Topics include: master pages, styles, integrating graphics and tables, print production, optimizing PDF files, and using variable data. This class is offered in a 7-week format.
Prerequisites: GRD 120 and GRD 130

GRD 180 Digital Design Strategies
2 Credits. 1 Lecture Hour. 2 Lab Hours.
A course that explores marketing knowledge and techniques needed to design appropriate deliverables for target audiences. Topics include: understanding audience demographics and psychographics, establishing target markets, conducting research on access to those markets, and applying knowledge gained from research to design a variety of deliverables for the target markets. This course is offered in a 7-week format.
Prerequisites: GRD 120 and GRD 130

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 200 Graphic Design Portfolio Review
1 Credit. 0 Lecture Hour. 3 Lab Hours.
Students build a professional portfolio that demonstrates original creative concepts and technical skills required to enter upper-level courses in the Graphic Design program, and present their work to a panel of evaluators at the end of the semester. 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: GRD 160 and Graphic Design Program Chair consent
Corequisites: GRD 215,GRD 225
Instructor Consent Required

GRD 210 Applied 2D Graphics: Audio/Video Production
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of GRD 120 and GRD 130, focusing on creating 2D graphics for use in on-screen video applications.
Prerequisites: GRD 120 and GRD 130 (minimum grade C for both)

GRD 215 Applied 2D Graphics: GRD
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A portfolio-building course with a focus on design conceptualization. Topics include: establishing a design process; and creating design works related to logo/identity, illustration, informational graphics, and page layout.
Prerequisites: GRD 120 and GRD 130 (minimum grade C)

GRD 220 Applied 2D Graphics: Web Design
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on applications of 2D graphics techniques for raster-based and vector-based software, focusing on creating 2D graphics for Web and multimedia applications.
Prerequisites: GRD 120 and GRD 130 and WEB 111 (minimum grade C for all)

GRD 225 Design Concepts: Typography
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on understanding and applying typography to design projects that are suitable to include in a professional portfolio. Topics include: anatomy and structure of type, type terminology and applications, experimenting with typographic form while composing design projects, and exploring uses and functions of typography in design and layout.
Prerequisites: GRD 120 and GRD 130 and ART 120 and ENG 101 (minimum grade C for all)

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 design for product packaging and 3D structures. Topics include: understanding the function of packaging; analyzing audiences; and developing effective packaging including design, type, and graphic elements.
Prerequisites: GRD 200 and GRD 215

GRD 250 User Interface Design and Implementation
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on researching, designing, and prototyping an interface for web and mobile products. Topics include: using industry-standard software, tools, and techniques for the UI/UX process; developing project briefs and user personas; creating sitemaps and user flows; conducting card sorting and user testing activities; understanding usability and accessibility constraints and considerations; and effectively conveying concepts through professional presentations.
Prerequisites: GRD 120 and GRD 130 and GRD 180

GRD 255 Graphic Imaging Production Processes
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on understanding the requirements for preparing graphic design projects for print. Topics include: overview of print processes such as lithography, flexography, gravure, digital, and screen printing; file construction; design considerations; substrate choices; and standards for evaluating printed materials.
Prerequisites: GRD 215
Corequisites: GRD 230

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

HIM - Health Information Management

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: FYE 120 or placement into ENG 101
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: FYE 120 or placement into ENG 101
Ohio Transfer Assurance Guide Approved

HIM 110 Healthcare Quality Management and Data Analysis
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamentals of quality improvement and data analysis in healthcare. Topics include: quality improvement activities, tools, and processes; healthcare data analysis and presentation; and calculation of healthcare statistics.
Prerequisites: HIM 100 (minimum grade C)

HIM 115 Clinical Abstracting of Health Data
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course on abstracting supportive data used for clinical databases. Topics include: analyzing and interpreting health record documentation, establishing medical necessity for common diagnostic tests, Uniform Hospital Discharge Data Set (UHDDS) guidelines, and determining ICD-10-PCS root operations.
Prerequisites: HIM 100 (minimum grade C)

HIM 120 Health Information Technology Systems
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamentals of healthcare information systems, with focus on the electronic health record. Topics include: electronic health record applications, data security, health information exchange, and data governance.
Prerequisites: HIM 105 (minimum grade C)

HIM 130 International Classification of Diseases (ICD) Coding
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course on principles of the ICD-10 classification system for disease and procedure coding. Topics include: coding for diseases and procedures associated with the endocrine, nervous, musculoskeletal, respiratory, and genitourinary body systems.
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 180 Release of Information Practicum
2 Credits. 1 Lecture Hour. 7 Lab Hours.
Students observe and participate in processes specific to the release of health information (ROI) function in a community health care setting, and apply ROI principles to complete on-campus assignments and projects. Students must submit documentation for physical exam, immunization, background check, and proof of health insurance prior to the course start.
Prerequisites: HIM 100 and HIM 105

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 200 Health Information Management Strategies
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamental principles of healthcare management. Topics include: skills and methods for effective management of people, budgets, and projects; and roles of teams and committees.
Prerequisites: HIM 130 and HIM 110 and IM 109 (minimum grade C for all)

HIM 210 Healthcare Reimbursement Methodologies
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on reimbursement systems for healthcare services. Topics include: payment systems for inpatient, ambulatory care, and alternative health care settings; compliance monitoring; and management of revenue cycle processes.
Prerequisites: HIM 215 and HIM 225 (minimum grade C for both)
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: ICD-CM/PCS code assignment for inpatient records, Diagnostic Related Groups (DRG) assignment, and clinical documentation improvement processes.
Prerequisites: HIM 130 (minimum grade C)

HIM 220 Health Information Management Certification Exam Review
1 Credit. 1 Lecture Hour. 0 Lab Hour.
Students review theory and practice in health information management to prepare for the national certification examination.
Prerequisites: HIM 105 and HIM 110 and HIM 225 and HIM 215 (minimum grade C for all)

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 Heathcare Procedure Coding System (HCPCS) Level II Codes.
Prerequisites: BIO 152

HIM 226 Current Procedural Terminology (CPT) Coding 1
2 Credits. 2 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: CPT coding system conventions and guidelines, surgical procedure coding, and clinical documentation improvement processes for the ambulatory care setting.
Prerequisites: BIO 240 (minimum grade C)

HIM 227 Current Procedural Terminology (CPT) Coding 2
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A continuation of HIM 226. Topics include CPT coding for surgical and non-surgical procedures and physician services, evaluation and management coding, and use of computer-assisted coding software.
Prerequisites: HIM 226 (minimum grade C)

HIM 250 Health Information Management Coding Lab
1 Credit. 0 Lecture Hour. 3 Lab Hours.
A course in which students apply skills in ICD-10-CM/PCS and CPT-4 coding, as well as knowledge of healthcare reimbursement methodology. Students use encoder and electronic health record software in a virtual lab environment to code inpatient and outpatient encounters according to official coding guidelines.
Prerequisites: HIM 215 and HIM 226

HIM 280 Health Information Management Professional Practice
2 Credits. 1 Lecture Hour. 7 Lab Hours.
Students observe and participate in the operational functions of a health information management (HIM) department or specialized work setting. Students apply HIM principles to complete assignments and projects. This practicum can be accomplished at a clinical site or remotely and is an unpaid clinical experience. Students also review HIM theory and practice to prepare for the national certification examination.
Prerequisites: HIM 110 and HIM 120 and HIM 200 and HIM 215 and HIM 226 (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

HIT - Health Information Technology

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: ENG 085 or appropriate placement

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 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

HNR - Honors Program

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

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

HRM - Hotel & Restaurant Management

Courses

HRM 100 Hospitality Careers
1 Credit. 1 Lecture Hour. 0 Lab Hour.
An introduction to the hospitality industry including history, structure, trends, and career opportunities. This course is offered through online instruction only.
Prerequisites: None

HRM 110 Food and Beverage Cost Control
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on cost control systems for food service. Topics include: food, beverage, and labor cost control; sales control; and profit and loss analysis.
Prerequisites: MAT 105A (minimum grade C) or appropriate Math placement, and Placement into ENG 101A

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: None

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 100

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

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: BUS 190 (minimum grade C) 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 197 Part-Time Career Education Project: Hospitality Management
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

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: BUS 190 (minimum grade C) and co-op coordinator consent

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 297 Full-Time Career Education Project: Hospitality Management
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

HST - History

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: Placement into ENG 101A
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: Placement into ENG 101A
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: Placement into ENG 101A
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: Placement into ENG 101A
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: Placement into ENG 101A
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 the struggle for equality; racial intolerance; the Civil Rights Movement; and contemporary realities of race.
Prerequisites: Placement into ENG 101A
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: Placement into ENG 101A

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: Placement into ENG 101A
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide 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: Placement into ENG 101A
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

HSV - Human & Social Services

Courses

HSV 110 Introduction to Human Services
3 Credits. 3 Lecture Hours. 0 Lab Hour.
An introduction to the human services field. Topics include: settings where human services professionals practice; the role of the social work assistant; ethical, legal, and professional standards; and understanding how to serve a diverse population.
Prerequisites: Placement into ENG 101A

HSV 115 Counseling and Interviewing Techniques
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on components of interviewing and counseling within the helping professions. Topics include: counseling theory and techniques, and intervention strategies and skills used by human services professionals.
Prerequisites: SWK 110 or HSV 110 or PSY 110 or ADC 105 (Minimum grade C for all)

HSV 210 Treatment Planning and Documentation
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on record keeping for the human services profession. Topics include: functional, legal, and ethical aspects of documentation; electronic record keeping; and problem statements, client assessments, goal/service plans, and progress notes.
Prerequisites: HSV 115 (minimum grade C)

HSV 215 Group Work in Human Services
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course on the history, practice, and theory of group work pertaining to human/social service settings. Topics include: types of groups, stages of the group process, role of the facilitator, participant roles and influences, and group counseling techniques.
Prerequisites: HSV 110 or ADC 105 (minimum grade C for both)

HSV 220 Family Theory and Services
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course on family theories, counseling approaches, and intervention strategies. Topics include: services and resources available to families, concepts related to traditional and nontraditional families, and intergenerational patterns of behavior and family traits.
Prerequisites: HSV 110 or SWK 110 or ADC 105 (minimum grade C for all)

HSV 291 Human Services Practicum 1
2 Credits. 1 Lecture Hour. 10 Lab Hours.
Students spend at least 10 hours per week, for a total of 150 hours for the semester, at a community agency providing direct service under professional supervision. Students also participate in a weekly 1-hour seminar. Confidentiality and professionalism are emphasized.
Prerequisites: HSV 110 and HSV 115 and HSV 210 (minimum grade C for all)

HSV 292 Human Services Practicum 2
2 Credits. 1 Lecture Hour. 10 Lab Hours.
A continuation of HSV 291, focused on developing and enhancing skills. Students spend at least 10 hours per week, for a total of 150 hours for the semester, at a community agency providing direct service under professional supervision. Students also participate in a weekly 1-hour seminar.
Prerequisites: HSV 291 (minimum grade C)

HUM - Arts & Humanities

Courses

HUM 100 Introduction to Transfer Planning
1 Credit. 1 Lecture Hour. 0 Lab Hour.
An introduction to the intentional transfer planning process for students seeking Associate of Arts and Associate of Science degrees with focus in the humanities, social and behavioral sciences, natural and physical sciences, or pre-health sciences. Topics include: choosing an appropriate transfer school and major for career goals, curriculum alignment, and long-term educational planning. This course is delivered online only.
Prerequisites: None

HUM 190 Career Exploration Seminar: Associate of Arts / Associate of Science
2 Credits. 2 Lecture Hours. 0 Lab Hour.
Students seeking an Associate of Arts or Associate of Science 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: HUM 100 and Placement into ENG 101A

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 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 a 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

IDD - Intellectual & Developmental Disabilities

Courses

IDD 105 Introduction to Intellectual and Developmental Disabilities
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamental concepts in the study of intellectual and developmental disabilities (IDD). Topics include: history, definitions, legal rights, identification and treatment options, behavioral interventions and trauma-informed care, community services, life transitions, and the impact of culture in the lives of individuals with IDD.

Prerequisites: Placement into ENG 101A

IDD 110 Community Services for Intellectual and Developmental Disabilities
3 Credits. 3 Lecture Hours. 0 Lab Hour.
An introduction to IDD community services and resources. Topics include: professional roles, referrals, early interventions, education and employment options, community living, assistive technology, social inclusion, and supporting diversity.
Prerequisites: Placement into ENG 101A

IDD 115 Legal Rights and Intellectual and Developmental Disabilities
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on legal rights and intervention strategies for individuals with intellectual and developmental disabilities. Topics include: disability law, rights and empowerment, abuse and neglect, ethics, Medicaid and Ohio waivers, early intervention, Individual Family Service Plans (IFSP), Individualized Education Plans (IEP), and protection of diversity in the IDD community.
Prerequisites: IDD 105

IDD 190 Intellectual and Developmental Disabilities Practicum
2 Credits. 1 Lecture Hour. 7 Lab Hours.
Students seeking the IDD Certificate participate in an unpaid off-campus learning experience integrated with academic instruction. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: IDD 105 and IDD 110

IM - Information Management

Courses

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 20 words per minute to pass the course.
Prerequisites: Placement into ENG 101A

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. This course is delivered through online instruction only, in a five-week format. To enroll in the class students must be able to type a minimum of 20 words per minute.
Prerequisites: FYE 120 or placement into ENG 101

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. This course is delivered through online instruction only, in a five-week format. To enroll in the class students must be able to type a minimum of 20 words per minute.
Prerequisites: FYE 120 or placement into ENG 101

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. This course is delivered through online instruction only, in a five-week format.
Prerequisites: FYE 120 or placement into ENG 101, and MAT 093 or MAT 105A or appropriate Math placement

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. This course is delivered through online instruction only, in a five-week format.
Prerequisites: Placement into ENG 101A

IM 111 Computer Applications
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: FYE 120 or placement into ENG 101

IM 111A Intensive Computer Applications
4 Credits. 2 Lecture Hours. 4 Lab Hours.
A lab-supported course on fundamental skills for using workplace software applications. Topics include: the MS Windows operating system, foundation skills for Microsoft Office applications, techniques for building keyboarding speed, using the internet, and file storage.
Prerequisites: Placement into ENG 101A

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: Placement into ENG 101A

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: Placement into ENG 101A, and MAT 093 or MAT 105A or appropriate Math placement

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: Placement into ENG 101A

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 111 and IM 130 (minimum grade C for both)

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: ENG 101

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: FYE 120 or placement into ENG 101

IM 155 Emerging Technologies and Social Media
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on using collaborative apps, web tools, and social media in the workplace. Topics may include: Microsoft Office OneNote, Cloud Collaboration Apps, web communication apps, and web development apps such as blogs and podcasts.
Prerequisites: IM 111 or IM 130 (minimum grade C for both)

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: FYE 120 or placement into ENG 101

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: FYE 120 or placement into ENG 101

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 (minimum grade C)

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 (minimum grade C)

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 197 Part-Time Career Education Project: Information Management
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

IM 200 Information Systems for Managers
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on foundational concepts related to use of information systems such as the internet, e-mail, spreadsheet software, and database software.
Prerequisites: FYE 120 or placement into ENG 101

IM 225 Legal Document Formatting
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on preparing 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 of 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 (minimum grade C for both) and MCH 102

IM 290 Administrative Assistant Capstone
3 Credits. 2 Lecture Hours. 3 Lab Hours.
Students seeking the Administrative Assistant associate's 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 115 and IM 120 and IM 130 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 (minimum grade C)

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 297 Full-Time Career Education Project: Information Management
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

IT - Information Technology

Courses

IT 100 Computer Programming Foundations
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamental concepts related to computer programming. Topics include: problem solving and developmental tools, design techniques such as flow charting and pseudo coding, and testing techniques used in programming.
Prerequisites: Placement into ENG 101A

IT 101 Programming 1
3 Credits. 2 Lecture Hours. 3 Lab Hours.
An introduction to software development. Topics include: application design methods, application testing methods, the sequential structure of programming, the conditional structure of programming, variables, and modular programming concepts using procedures and functions.
Prerequisites: Placement into ENG 101A, and MAT 093 or MAT 131A or appropriate Math placement

IT 102 Programming 2
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of IT 101. Topics include: the iterative programming structure, database programming, array processing, and string manipulation techniques.
Prerequisites: IT 101 and IT 111 (minimum grade C for both)

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: FYE 120 or placement into ENG 101, and MAT 093 or MAT 105A or appropriate Math placement

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: ENG 085 and MAT 093, or appropriate placements

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: FYE 120 or placement into ENG 101

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; cloud computing; and client configuration, development, deployment, and security. This course prepares students for a CompTIA Cloud+ Certification exam.
Prerequisites: IT 115 (minimum grade C)

IT 117 Web Application Development 1
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamentals of web-based application development. Topics include: current front-end and back-end technologies used to develop business-related applications, and understanding infrastructure to support application development.
Prerequisites: IT 102 and CPDM 120 (minimum grade C for both)

IT 118 Web Application Development 2
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of IT-117. Topics include: using current front-end and back-end technologies to develop business-related applications.
Prerequisites: IT 117

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, radio-frequency identification (RFID), Wi-Fi tags, logistics and inventory software, high frequency tracking, and passive/active tracking.
Prerequisites: None

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: CPDM 120 and IT 102 (minimum grade C for both)

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 212 Business Intelligence, Data Warehousing, and Reporting
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on concepts, technologies, and techniques used to effectively consolidate, arrange, and analyze large amounts of data. Topics include: decision support systems, data mining, and how to derive business value from large amounts of data.
Prerequisites: IT 112

IT 215 Scripting
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on task automation and configuration management using Python programming language. Topics include: modifying existing Python scripts, and creating new scripts to automate common tasks. The course is delivered through online instruction only.
Prerequisites: NETA 155

IT 218 Web Application Development 2
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of IT 117. Topics include advanced front-end and back-end processing to develop advanced web-based applications.
Prerequisites: IT 117

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

IT 262 Java Programming 2
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of IT 161, with focus on completing complex projects using Java and associated technologies.
Prerequisites: IT 161

ITP - Interpreter Training

Courses

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 that provides intensive practice in comprehension and production of fingerspelled words and numbers, with emphasis on clarity and accuracy.
Prerequisites: ASL 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 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C)

ITP 205 Performance Interpreting
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A course on interpreting for theater and other performance art venues. Topics include: vocabulary and skill building, and script translation.
Prerequisites: ASL 201 (minimum grade C)

ITP 210 Deaf-Blind Interpreting
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A course that provides introductory knowledge of skills, protocol, and techniques needed to interpret for people who are Deaf-Blind, and encourages students to seek more in-depth study of this field.
Prerequisites: ASL 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: ASL 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, in-servicing, the Individualized Educational Program (IEP) process, and the Ohio Department of Education's Guidelines for Educational Interpreters.
Prerequisites: ASL 201 (minimum grade C)

ITP 225 Vocabulary Building
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A course that reviews sign vocabulary already learned and introduces new vocabulary to scaffold the student's sign vocabulary base. Topics include: ASL structure, appropriate sign parameters, and conceptual accuracy.
Prerequisites: ASL 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: ASL 201 (minimum grade C)
Corequisites: ASL 202

ITP 235 Deaf Plus / DeafDisabled Interpreting
2 Credits. 2 Lecture Hours. 0 Lab Hour.
An introductory course on interpreting for children or adults with a hearing loss in addition to other conditions that affect them medically, physically, emotionally, educationally, or socially. Topics include: intellectual/cognitive disabilities, emotional and behavioral disabilities, learning disabilities, ADD/ADHD, visual impairment, autism, and other physical disabilities.
Prerequisites: ASL 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: ASL 202 and ITP 230 (minimum grade C for both)

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 Colonomos and Gish Models.
Prerequisites: ASL 202 and ITP 230 (minimum grade C for both)

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, including mental health, social work, and legal interpreting settings.
Prerequisites: ASL 202 and ITP 230 (minimum grade C for both)

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: ASL 202 and ITP 230 (minimum grade C for both)

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: ASL 202 and ITP 230 (minimum grade C for both)

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: building a resume, and appropriate conduct in the workplace, in interviews, and online.
Prerequisites: ASL 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 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C for all)

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 (minimum grade C)

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 (minimum grade C)

LAW - 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: Placement into ENG 101A
Ohio Transfer Assurance Guide Approved

LAW 105 Hospitality Law
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on understanding and applying legal concepts that are relevant to the hospitality industry. Topics include: contract law, employment law, administrative agencies, tort liability, business formation, and intellectual property.
Prerequisites: Placement into English 101A

LAW 110 Employment and Administrative Law
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on federal laws regarding employment rights and responsibilities of employer and employee as well as case management methods used in administrative agencies. Topics include: public policy and processes related to hiring; work environment; resignation and termination; intake; claim filing and processing; handling appeals to Social Security, unemployment, Worker's Compensation, and State and Federal agencies; and recent employment trends. Students must attend field trips and work with a law clinic.
Prerequisites: LAW 101 (minimum grade C)

LAW 120 Legal Research and Writing
3 Credits. 3 Lecture Hours. 0 Lab Hour.
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.
Prerequisites: LAW 101 (minimum grade C) and ENG 101

LAW 130 Estate Planning, Family and Probate Law
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on concepts and processes of family and probate law and estate planning. Topics include: marriage, dissolution, divorce, and prenuptial agreements; child custody, visitation, and support; adoption and guardianship; juvenile law; and trusts and estate administration.
Prerequisites: LAW 101 (minimum grade C)

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 (minimum grade C)

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 (minimum grade C)

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 197 Part-Time Career Education Project: Legal Assistant
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

LAW 210 Litigation
3 Credits. 3 Lecture Hours. 0 Lab Hour.
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.
Prerequisites: LAW 101 (minimum grade C)

LAW 290 Paralegal Capstone
3 Credits. 3 Lecture Hours. 0 Lab Hour.
Students complete projects relevant to the administrative duties of the legal assistant, with emphasis on reviewing and applying skills gained throughout the degree program to prepare legal documents and information needed for success as a legal assistant. Activities incorporate review of grammar and punctuation, proofreading, legal terminology, keyboarding, and transcription accuracy and speed. The course is delivered through online instruction only.
Prerequisites: IM 225

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 (minimum grade C)

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 297 Full-Time Career Education Project: Legal Assistant
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

LBR - Labor Relations

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: Placement into ENG 101A
Ohio Transfer Module Approved

LDR - Leadership

Courses

LDR 100 Introduction to Leadership
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A foundational course on the practice of leadership. Topics include: understanding and assessing self as leader, inclusion, ethics, listening to out-group members, leaders and followers, and managing conflict. Students examine their characteristics that prepare them for leadership and their areas that may need development.
Prerequisites: None

LDR 105 Self as Leader
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on developing leadership skills and designing a personal model of leadership. Topics include: assessing strengths and areas of growth to develop as a leader, perceptions of leadership, values and ethics, decision-making, motivation, innovation, emotional intelligence, and making a difference.
Prerequisites: Placement into ENG 101A

LDR 110 Leading for Social Change
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on the Social Change Model of leadership development. Topics include: identifying values, beliefs, and social identity in the context of leadership for the common good; leadership and global citizenship; civic engagement; and integrating leadership with cultural competency and social justice.
Prerequisites: Placement into ENG 101A

LDR 115 Introduction to Organizational Leadership
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course that examines the impact of leadership on organizational effectiveness. Topics include: understanding individuals in organizations; the difference between management and leadership in organizations; communication skills and managing conflict and communication; influencing and motivating others; building relationships; and leaders serving, performing, and acting as change agents.
Prerequisites: None

LDR 120 Inclusive Leadership
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on leading diverse groups and individuals. Topics include: building on differences, creating an inclusive team culture and climate, adapting leadership styles for the appropriate context, and inclusive leadership skills and competencies.
Prerequisites: Placement into ENG 101A

LDR 125 Servant Leadership
3 Credits. 3 Lecture Hours. 0 Lab Hour.
An introduction to the concept of servant leadership. Topics include: expectations of servant leaders, how values cultivate identity, leading with kindness, inspiring others, collaborating effectively with others, building an inclusive environment, focusing on others' success, and empowering and developing followers.
Prerequisites: Placement into ENG 101A

LDR 130 Women and Leadership
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course that examines challenges and opportunities related to women's leadership development. Topics include: how gender affects leadership styles, traits, and effectiveness; effects of stereotypes and prejudice on women's under-representation in culture and politics; and movements that provide opportunities for women leaders.
Prerequisites: Placement into ENG 101A

LDR 135 Practicing Positive Leadership
3 Credits. 3 Lecture Hours. 0 Lab Hour.
An exploration of principles and qualities of positive leadership and its practices. Topics include: building positive relationships, encouraging collaboration; fostering a positive environment, setting goals to sustain a positive environment, using conflict resolution tools, and implementing positive leadership strategies.
Prerequisites: None

LDR 200 Transformational Leadership in Practice
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on concepts and applications of transformational leadership. Topics include: developing authentic leadership qualities that motivate others to reach their full potential; understanding, adapting to, and implementing change; and using a holistic approach to coach and transform others.
Prerequisites: Placement into ENG 101A

LDR 220 Critical Thinking in Leadership
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course that prepares students to apply leadership skills through critical thinking, problem solving, and team building. Topics include: effective communication, self-awareness, examining and anticipating obstacles, setting roles, evaluating options, using creative flexibility, and making decisions.
Prerequisites: Placement into ENG 101A
Instructor Consent Required

LDR 225 Leading Teams
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on leading highly successful teams. Topics include: team dynamics and communication, theories of group intervention, and leader styles and behaviors that facilitate team performance. Students will evaluate a team they serve on. This course is offered online only.
Prerequisites: FYE 120 or placement into ENG 101

LDR 230 Ethical Leadership
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on concepts and approaches to ethical leadership. Topics include: evaluating and anticipating ethical challenges, establishing ethical norms, pursuing the greater good, demonstrating leader character, using strategies for promoting ethical decision-making in varied situations, and meeting the ethical challenges of cultural diversity.
Prerequisites: LDR 100 or LDR 115 or MGT 101, and FYE 120 or placement into ENG 101

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: LDR 100 or LDR 105 or PSY 105, and ENG 101 (minimum grade C for all)

LDR 290 Leadership Capstone
3 Credits. 3 Lecture Hours. 0 Lab Hour.
Students complete a series of projects and assignments that applies the knowledge and skills gained from previous leadership courses and experiences to current issues. Students also evaluate their leadership skills, values, philosophy, and characteristics.
Prerequisites: 9 hours of LDR courses

LH - Landscape Horticulture

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 Applied Botany
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: Placement into ENG 101A

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: Placement into ENG 101A

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: None

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: Placement into ENG 101A

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: Placement into ENG 101A

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: Placement into ENG 101A

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 to generate plot plans, planting plans, and presentation drawings.
Prerequisites: Placement into ENG 101A and LH 151 (minimum grade C)

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 (minimum grade C for both)

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, mounds, ponds, irrigation, and outdoor lighting. Students must participate in field work.
Prerequisites: LH 151 (minimum grade C)

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: Placement into ENG 101A

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 (minimum grade C)

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 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 and LH 130 and LH 135 (minimum grade C for all)

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 (minimum grade C for both)

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 and LH 130 (minimum grade C in both)

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 (minimum grade C for both)

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 and LH 120 and LH 151 (minimum grade C for all)

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: LH 110 and LH 120 and LH 130 (minimum grade C for all), and MAT 093 or MAT 105A or appropriate Math placement

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 and LH 135 and LH 151 (minimum grade C for all)

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 and LH 140 and LH 151 (minimum grade C for all)

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 (minimum grade C)

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: LH 151 (minimum grade C) and MAT 093 or appropriate placement

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 and LH 155 and LH 230 and LH 245 (minimum grade C for all)

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 (minimum grade C)

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

LIT - Literature

Courses

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

Ohio Transfer Assurance Guide 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

MA - Medical Assisting

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: Placement into ENG 101A and placement into MAT 105A and Medical Assisting Program Chair consent
Corequisites: MA 109 : Administrative Procedures, Coding, and Billing for Medical Assisting
Instructor Consent Required

MA 109 Administrative Procedures, Coding, and Billing for Medical Assisting
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A course on administrative duties that may be performed by a Medical Assistant in a physician's office, receptionist area, or administrative area in a healthcare setting. Topics include: billing and coding procedures for the Medical Assistant.
Prerequisites: Placement into ENG 101A and placement into MAT 105A and Medical Assisting Program Chair consent
Corequisites: MA 100 : Clinical Procedures for Medical Assistants
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: MA 100 and MA 109 (minimum grade C for both)

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 and MA 100 and MA 109 (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 Assis
4 Credits. 2 Lecture Hours. 12 Lab Hours.
A course that prepares students for the American Association of Medical Assistants (AAMA) exam required to become a Certified Medical Assistant and provides an on-site 160-hour externship experience. Topics include: review of competency skills and basic knowledge of the role and function of a medical assistant in ambulatory settings, and preparation for employment as a medical assistant.
Prerequisites: BIO 117 and MCH 104 and MA 110 and MA 115 (minimum grade C for all)

MAT - Mathematics

Courses

MAT 093 Math Literacy
5 Credits. 5 Lecture Hours. 0 Lab Hour.
A course that develops conceptual and procedural tools to support student use of key mathematical concepts in a variety of contexts. Topics include: numeracy, proportional reasoning, algebraic reasoning, and functions.
Prerequisites: Appropriate placement

MAT 096 Beginning and Intermediate Algebra
5 Credits. 5 Lecture Hours. 0 Lab Hour.
A course in intermediate algebra emphasizing real-world applications. Topics include: systems of linear equations; algebraic, graphic, and numerical representation; an introduction to functions; graphs of linear functions; solving linear equations and inequalities; exponents and radicals; factoring polynomials; solving quadratic, polynomial and radical equations; graphs of quadratic functions; and simplifying rational expressions.
Prerequisites: MAT 093 (minimum grade B) or appropriate placement

MAT 105 Quantitative Reasoning
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course that emphasizes numeracy, model-building, probability, and statistics in real-world contexts. Topics include proportional reasoning, linear and exponential modeling, descriptive statistics, personal finance, and using spreadsheets as a problem-solving tool. Students complete projects to apply course concepts.
Prerequisites: MAT 093 (minimum grade C) or appropriate placement
Ohio Transfer Module Approved

MAT 105A Intensive Quantitative Reasoning
4 Credits. 2 Lecture Hours. 4 Lab Hours.
A course that emphasizes numeracy, model-building, probability, and statistics in real-world contexts, with additional practice for understanding mathematical operations. Topics include: proportional reasoning, linear and exponential modeling, descriptive statistics, personal finance, and using spreadsheets as a problem-solving tool. Students complete projects to apply course concepts.
Prerequisites: Appropriate Math placement
Ohio Transfer Module Approved

MAT 122 Aviation Mathematics
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on technical applications of algebra, geometry, and statistics used by students in aviation-related studies. 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 scientific calculator.
Prerequisites: MAT 093 (minimum grade C) or appropriate placement

MAT 124 Applied Algebra and Geometry
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on applications of algebra, geometry, and trigonometry. Topics include measurement, unit conversion, scientific notation, simplifying expressions (algebraic, linear, quadratic, and square roots), graphing equations (linear and inequalities), 2D and 3D geometry, angle measurements, and right and oblique triangle trigonometry. Students need a scientific calculator.
Prerequisites: MAT 093 or appropriate placement

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: MAT 096 or MAT 124 (minimum grade C for both) or appropriate Math placement

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

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: MAT 093 (minimum grade C), or appropriate placement
Ohio Transfer Module Approved

MAT 131A Statistics 1 with Support
4 Credits. 2 Lecture Hours. 4 Lab Hours.
A course on descriptive and inferential statistics with integration of relevant arithmetic and algebra topics. Topics include: the purpose of statistics, univariate and bivariate descriptive statistics, probability, normality and sampling distributions, confidence intervals, and hypothesis testing.
Prerequisites: Appropriate placement
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, multiple regression, and nonparametric statistics.
Prerequisites: MAT 131 (minimum grade C)
Ohio Transfer Module Approved

MAT 141 Math for Elementary School Teachers 1
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on math concepts for students who are preparing to teach in Preschool to grade 6, emphasizing problem-solving and discussion. Topics include: numbers, operations, algebraic thinking, and number theory. Math concepts covered are based on the current Ohio State Standards for Mathematics.
Prerequisites: MAT 093 (C or better) or appropriate placement

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: MAT 096 (minimum grade C) or appropriate placement
Ohio Transfer Module Approved

MAT 151A College Algebra with Support
5 Credits. 3 Lecture Hours. 4 Lab Hours.
A course on concepts and applications of algebra that includes instruction in beginning and intermediate-level algebra skills. Topics include: representing linear, exponential, logarithmic, power, polynomial, and rational functions numerically, graphically, and algebraically. Students need a graphing calculator.
Prerequisites: MAT 093 (minimum grade B) or appropriate placement
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: right triangle and unit circle definitions of the trigonometric functions, solving right and oblique triangles, vectors, graphs of trigonometric functions and their inverses, trigonometric identities, and solving trigonometric equations. Students need a graphing calculator.
Prerequisites: MAT 151 (minimum grade C) or appropriate Math placement
Ohio Transfer Module Approved

MAT 153 Pre-Calculus
6 Credits. 6 Lecture Hours. 0 Lab Hour.
A course that combines College Algebra and Trigonometry. Topics include: properties, graphs and applications of functions (linear, exponential, logarithmic, power, polynomial, rational, trigonometric, and inverse trigonometric); solving equations; solving right and oblique triangles; vectors; and trigonometric identities. Students need a graphing calculator.
Prerequisites: MAT 096 (minimum grade B) or appropriate Math placement or instructor consent
Ohio Transfer Module Approved

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
Ohio Transfer Module Approved

MAT 252 Calculus 2
5 Credits. 5 Lecture Hours. 0 Lab Hour.
A continuation of MAT 251. Topics include: integration techniques (substitution, trigonometric, parts, partial fractions), applications of integration (area, volume, arc length), differential equations, parametric equations, polar curves, L'Hopital's rule, improper integrals, sequences and series, and Taylor series. Students need a graphing calculator.
Prerequisites: MAT 251 (minimum grade C) or appropriate Math placement
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 approprate placement
Ohio Transfer Module Approved

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MAT 260 Elementary Differential Equations
4 Credits. 4 Lecture Hours. 0 Lab Hour.
An introduction to topics involving ordinary differential equations. Topics include: solutions to and applications of first-order and linear higher-order differential equations, series solutions near ordinary and regular singular points, and Laplace transforms.
Prerequisites: MAT 252 (minimum grade C)

MCH - Multi-Competency Health Technology

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: None

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. This course is delivered through online instruction only.
Prerequisites: FYE 120 or placement into ENG 101
Ohio Transfer Assurance Guide Approved

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. This course is delivered through online instruction only.
Prerequisites: MCH 101 (minimum grade C)
Ohio Transfer Assurance Guide Approved

Ohio Career-Technical Assurance Guide Approved

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. This course is delivered through online instruction only.
Prerequisites: FYE 120 or placement into ENG 101
Ohio Transfer 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. This course is delivered through online instruction only.
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. This course is delivered through online instruction only.
Prerequisites: FYE 120 or placement into ENG 101

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. This course is delivered through online instruction only.
Prerequisites: FYE 120 or placement into ENG 101

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. This course is delivered through online instruction only.
Prerequisites: FYE 120 or placement into ENG 101

MCH 120 Health Unit Coordinator Training
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on skills required for entry-level medical clerical workers. The curriculum follows the National Association of Health Unit Coordinators (NAHUC) standards. Topics include: orientation to health care facilities; personal and professional skills; electronic health records; and admission, transfers, and discharge procedures. This course is delivered through online instruction only.
Prerequisites: Admission into UCMR Certificate

MCH 130 Nurse Aide Training
4 Credits. 3 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, activities of daily living, safety, and restorative services. Students who complete the course at 80% or above are qualified to take the Ohio Department of Health Competency Evaluation Test for a State Tested Nurse Aide (STNA).
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: FYE 120 or placement into ENG 101, 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: communication, infection control including wound care, workplace safety, basic emergency care, body mechanics, obtaining vital signs including pain assessment, bedmaking, assisting with oxygen therapy, IV therapy, and urinary elimination.
Prerequisites: None

MCH 141 Electrocardiography 1
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on the basic principles of electrocardiography. Topics include: cardiac anatomy and physiology, electrical conduction system of the heart, steps for recognizing basic cardiac dysrhythmias, ECG techniques, and patient preparation for an electrocardiogram. This course is delivered through online instruction only.
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 rhythm interpretations and the 12 lead ECG tracing, and focus on recognizing changes in the ECG tracing due to various cardiac conditions. Topics include: cardiac electrophysiology, recognizing common dysrhythmia and advanced cardiac dysrhythmias, chamber enlargement, pacemakers, myocardial ischemia, injury, infarct, and recognizing effects of drugs and electrolytes on the ECG tracing. This course is delivered through online instruction only.
Prerequisites: MCH 141 (minimum grade C), or certification in EMT, Paramedic, Nursing, or Practical Nursing

MET - Mechanical Engineering Technology

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: Placement into ENG 101A, and MAT 124 or appropriate Math placement

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: Placement into ENG 101A, and MAT 124 or appropriate Math placement
Ohio Transfer Assurance Guide Approved

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 MET 131, and MAT 124 or MAT 125, or appropriate placement

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: Placement into ENG 101A, and MAT 124 or appropriate Math placement
Ohio Transfer Assurance Guide Approved

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)
Ohio Transfer Assurance Guide Approved

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 124, or appropriate placement
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 124 or MAT 125 or appropriate placement

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 215 Advanced and Additive Manufacturing
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on innovative manufacturing techniques and tools used in industry today. Topics include additive manufacturing, rapid prototyping, laser scanning, laser cutting, and reverse engineering.
Prerequisites: MET 112 and MET 132

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 124, or appropriate placement

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

MGT - Management

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: FYE 120 or placement into ENG 101
Ohio Transfer Assurance Guide Approved

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: ACC 101

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. This course is delivered through online instruction only.
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 131 Project Management Professional Certification Review
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamentals of 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. This course satisfies the education requirement to sit for the PMP (Project Management Professional) exam.
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 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 (minimum grade C)

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 197 Part-Time Career Project: Management
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

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 101

MGT 250 Business Coaching and Performance Management
3 Credits. 3 Lecture Hours. 0 Lab Hour.
An introduction to business coaching skills that can enhance individual and team performance in organizational settings. Course content aligns with the International Coach Federation's specified competencies. Topics include: establishing a coaching agreement, building trust, cultivating a coaching presence, creating action plans, setting goals, monitoring progress, and understanding the performance management process.
Prerequisites: MGT 101 and MGT 220

MGT 290 Business Management Capstone
3 Credits. 3 Lecture Hours. 0 Lab Hour.
Students examine the entire scope of management, including functional and decision making areas such as production, marketing, finance, and accounting.
Prerequisites: MGT 101 and MKT 101 and 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 (minimum grade C)

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 297 Full-Time Career Education Project: Management
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

MID - Multimedia Information Design

Courses

MID 100 Multimedia Information Design Career Exploration Seminar
1 Credit. 0 Lecture Hour. 2 Lab Hours.
A course on using research and personal reflection to develop a strong foundation for selecting an academic program/major and planning a career related to Multimedia Information Design. Topics include: analyzing interests, abilities, and values; reviewing academic and personal requirements for related programs/majors; and examining career outcomes including salary, job availability, advancement opportunities, and other factors.
Prerequisites: None

MID 120 Drawing Fundamentals for Multimedia Information Design
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on fundamental drawing approaches using various media and techniques. Topics include: developing observational skills; study of perspective; and describing objects in terms of line, value, shape, lighting, and texture.
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 Information Design fields. Topics include: self-assessment, career research, resume development, interview skills and job hunting strategies, and cooperative education policies and procedures.
Prerequisites: GRD 125 or AVP 100 (minimum grade C for both)

MKT - Marketing

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
Corequisites: ECO 105: Principles of Microeconomics
Ohio Transfer Assurance Guide Approved

MKT 105 Marketing and Customer Relations
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on fundamentals of marketing and 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 Principles of Sales
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course that introduces approaches and philosophies used by successful sales professionals. Topics include: identifying and communicating with prospects, determining client needs, matching presentation styles to the situation, handling objections, using closing techniques, long-term relationship building strategies, after-sales customer support, and legal and ethical obligations of sales professionals.
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 (minimum grade C)

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 197 Part-Time Cooperative Education Project: Marketing
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

MKT 205 Marketing Research & Consumer Behavior
3 Credits. 3 Lecture Hours. 0 Lab Hour.
An introduction to marketing research with emphasis on the use of research data to understand consumer decision-making processes that influence marketing strategy and management decisions. Topics include: designing research; collecting, analyzing, and interpreting data; and communicating findings through practical recommendations.
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 101 or MKT 105 or MKT 115

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 (minimum grade C)

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 297 Full-Time Cooperative Education Project: Marketing
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

MLT - Medical Laboratory Technology

Courses

MLT 100 Introduction to Medical Laboratory Analysis
5 Credits. 3 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
Corequisites: MLT 100 : Introduction to Medical Laboratory Analysis
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 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 295

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

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
Corequisites: MLT 255: Clinical Microbiology with Applications

MLT 255 Clinical Microbiology with Applications
6 Credits. 3 Lecture Hours. 9 Lab Hours.
A course on the theory and practice of clinical microbiology. Topics include: clinical significance and identification and antimicrobial susceptibility of pathogenic bacteria with introduction to other microorganisms. The course includes a two-week applications component performing clinical bacteriology procedures in an on-campus simulated laboratory setting. Students must successfully complete the theory course component in order to continue with the applications component.
Prerequisites: MLT 295
Corequisites: MLT 210: Clinical Immunology and Serology

MLT 265 Immunohematology with Applications
5 Credits. 2 Lecture Hours. 9 Lab Hours.
A course on the theory and practice of immunohematology, focusing on ABO/Rh typing procedures, antibody detection and identification techniques, and compatibility testing. Other topics include: hemolytic disease of the newborn, blood donor program regulations component therapy, transfusion reaction investigation, quality control, and problem solving. The course includes a two-week applications component performing immunohematology procedures in an on-campus simulated laboratory setting. Students must successfully complete the theory course component in order to continue with the applications component.
Prerequisites: MLT 210
Corequisites: MLT 270: Medical Laboratory Seminar

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 255 (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

MMC - Machine Maintenance

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 Trai
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 Tra
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, softfoot, 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

MUS - Music

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

NDR - Negotiation & Dispute Resolution

Courses

NDR 100 Introduction to Negotiation and Dispute Resolution
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on the nature of conflict and approaches to resolving disputes. Topics include: attribution theory, cognitive bias, interpersonal and organizational conflict, engaging conflict, the alternative dispute resolution spectrum, models of negotiation, mediation, arbitration, online conflict resolution, and restorative justice.
Prerequisites: None

NETA - Computer Network Administration

Courses

NETA 115 Networking Essentials
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on managing operating systems in a network environment. Topics include: topologies and technologies; network hardware; protocols; network standards; network problem solving; and network administration, support, and security.
Prerequisites: IT 115

NETA 120 Computer Virtualization
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on operating systems in a virtual environment. Topics include: fundamentals of virtualization, advantages of using virtual software, and installing virtual systems.
Prerequisites: FYE 120 or placement into ENG 101, and MAT 093 or MAT 105A or appropriate Math placement

NETA 125 Open Source Operating Systems and Applications
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on the open source movement and essential operating systems and applications. Topics include: history of open source, the Linux operating system, file systems, and troubleshooting.
Prerequisites: IT 115

NETA 135 Information Technology Support Desk Concepts
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on fundamental operations and procedures of an information technology support desk. Topics include: product evaluation, roles and responsibilities, support management, needs assessment, and troubleshooting.
Prerequisites: IT 115

NETA 155 Server Administration 1
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on user administration for Microsoft Windows server technology. Topics include: managing software problems; managing virtualization; and client configuration, development, deployment, and security. This course prepares students for a Microsoft Certification exam.
Prerequisites: NETC 121 or IT 115 (minimum grade C for both)

NETA 191 Part-Time Cooperative Education 1: Computer Network 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: CIT 190

NETA 192 Part-Time Cooperative Education 2: Computer Network 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: NETA 191

NETA 193 Part-Time Cooperative Education 3: Computer Network 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: NETA 192

NETA 194 Part-Time Cooperative Education 4: Computer Network 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: NETA 193

NETA 195 Part-Time Cooperative Education 5: Computer Network 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: NETA 194

NETA 196 Part-Time Cooperative Education 6: Computer Network 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: NETA 195

NETA 256 Server Adminstration 2
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A continuation of NETA 155. Topics include: deploying, managing, and maintaining servers; configuring file and print services; configuring Network Policy Server infrastructure; configuring and managing Active Directory; and managing group policy. This course prepares students for a Microsoft Certification exam.
Prerequisites: NETA 155 (minimum grade C)

NETA 265 Server Configuration
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on configuration for Microsoft Windows server technology. Topics include: configuring file and storage solutions, network services, Active Directory infrastructure, and access solutions; and business continuity and disaster recovery. This course prepares students for a Microsoft Certification exam.
Prerequisites: NETA 155 (minimum grade C)

NETA 290 Networking and Computer Support Capstone
4 Credits. 1 Lecture Hour. 6 Lab Hours.
Students demonstrate knowledge and skills while completing a project related to the Computer Network Administration and Computer Support and Administration programs. Topics include: analyzing and designing appropriate network architecture, developing business network solutions, and installing and implementing networks.
Prerequisites: NETA 256 or CSA 112

NETA 291 Full-Time Cooperative Education 1: Computer Network 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: CIT 190

NETA 292 Full-Time Cooperative Education 2: Computer Network 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: NETA 291

NETA 293 Full-Time Cooperative Education 3: Computer Network 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: NETA 292

NETA 294 Internship 1: Computer Network Administration
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

NETA 295 Internship 2: Computer Network Administration
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: NETA 294

NETC - Computer Network Engineering Technology

Courses

NETC 121 Network Communications 1
4 Credits. 3 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 CompTIA Network+ exam.
Prerequisites: FYE 120 or placement into ENG 101, and MAT 093 (minimum grade C) or appropriate Math placement

NETC 122 Network Communications 2
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A continuation of NETC 121. Topics include: access control lists, routing protocols, spanning tree, VLANs and network security, and network address translation.
Prerequisites: NETC 121

NETC 130 Introduction to Cybersecurity
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on fundamental concepts, principles, and practices of cybersecurity. Topics include: threats, risks, and vulnerabilities that exist in today's digital landscape; and how to protect computer systems, networks, and data from unauthorized access, attacks, and exploitation.
Prerequisites: NETC 121 and ENG 101

NETC 160 Windows Server Administration and Azure
4 Credits. 3 Lecture Hours. 2 Lab Hours.
A course on Windows server technologies, including use of Azure Active directory. The course provides basic preparation for the Microsoft Azure Fundamentals certification.
Prerequisites: NETC 121 and ENG 101

NETC 170 Governance and Management of IT
3 Credits. 2 Lecture Hours. 2 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: FYE 120 or placement into ENG 101

NETC 180 Information Risk Management
3 Credits. 2 Lecture Hours. 2 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 and NETA 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 230 Network Security Design
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on developing security to protect business systems. Topics include: design and testing of various layered network security software and hardware.
Prerequisites: NETA 155 and NETC 121
Corequisites: NETC 122

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), cloud computing, and Linux.
Prerequisites: NETC 122 and NETA 155

NETC 280 IT Documentation
3 Credits. 2 Lecture Hours. 2 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 and ENG 101 and NETA 155

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 and NETC 230 and NETA 155 and 6 credits of English Composition

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

NUR - Nursing

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. 2 Lecture Hours. 3 Lab Hours.
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 and BIO 151 and ENG 101 (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
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A course for the LPN who is transitioning into the associate 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)
Corequisites: NUR 106
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)
Corequisites: NUR 105: Nursing LPN to ADN Transition
Instructor Consent Required

NUR 150 Nursing Advanced Standing - LPN to ADN
10 Credits. 10 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 degree Nursing program. Nursing Program Chair approval is required.
Prerequisites: Program Chair consent
Instructor Consent Required

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 (minimum grade C)
Instructor Consent Required

NUR 300 Nursing Advanced Standing: General Educa
1-26 Credits. 22 Lecture Hours. 9 Lab Hours.
Students receive up to 26 credit hours for general education courses after completion of a regionally accredited associate degree in Nursing.

Prerequisites: None

NUR 310 Nursing Advanced Standing: Technical Cou
38 Credits. 38 Lecture Hours. 0 Lab Hour.
Students receive a block of 38 credit hours for technical coursework after completion of an associate degree program in Nursing.
Prerequisites: Admission to RN-BSN Program

NUR 350 Nursing Advanced Standing: RN-BSN
13 Credits. 13 Lecture Hours. 0 Lab Hour.
Students receive a block of 13 credit hours after successfully completing the NCLEX-RN Licensing Examination and attaining the NCLEX-RN credential.
Prerequisites: None
Instructor Consent Required

NUR 400 Transition to the BSN Role
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on essential concepts and theories for the registered nurse transitioning to the baccalaureate-prepared nurse role. Topics include: preparing an academic and professional portfolio using skills and resources such as professional writing style, library services, and computer applications.
Prerequisites: Admission into BSN program
Instructor Consent Required

NUR 405 Healthcare Informatics for Clinical Dec
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course that examines advances in computer technology and information sciences and their impact on the culture of safety within healthcare environments. Topics include: the impact of technology and information sciences on cost-effectiveness, safety, quality, and outcomes of care.
Prerequisites: Admission into BSN program
Instructor Consent Required

NUR 410 Population-Based Community Healthcare: Theory and Concepts
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A course on theory and concepts of community health nursing, with emphasis on social determinants of health. Topics include: the effect of social determinants on health, wellness, and disease management in a community; and strategies for working with special populations. Students plan and complete a community-based health promotion project. The course includes community-based experiential learning.
Prerequisites: Admission into BSN program

NUR 415 Evidence-Based Practice, Research, Scho
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on the processes used to translate evidence to practice. Topics include: identifying practice issues; developing an answerable research question; evaluating the evidence for validity, impact, and applicability; and identifying ethical considerations associated with research.
Prerequisites: MAT 131

NUR 420 Healthcare Policy, Ethical, and Legal Issues
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course that examines the impact of healthcare policy and legal and ethical issues on healthcare decision making and delivery of care. Topics include: the effect of policies and issues on healthcare disparities in diverse and vulnerable groups, communities, and populations.
Prerequisites: NUR 400

NUR 425 Nursing Leadership and Management for Professional Practice
4 Credits. 4 Lecture Hours. 0 Lab Hour.
A course on knowledge and skills needed to effectively lead and manage teams in constantly changing healthcare systems. Topics include: change and innovation, self-knowledge and leader development, communication and conflict skills, resource management, value-based care, and budgeting.
Prerequisites: NUR 400

NUR 430 Health Outcome Measures and Quality Improvement Processes
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on health outcome measures that enhance patient experiences, improve population health, reduce costs, and improve the work-life balance of health care providers. Topics include: optimizing health outcomes and system performance through quality improvement processes and interdisciplinary collaboration.
Prerequisites: Must be admitted to the RN-BSN Completion degree and instructor consent
Instructor Consent Required

NUR 435 BSN Capstone Seminar
3 Credits. 3 Lecture Hours. 0 Lab Hour.
Students complete their academic and professional portfolios by engaging in reflective activities and describing how their academic learning experiences affected their current and future practice roles, and describing their professional pathway for the next three to five years.
Prerequisites: NUR 405 and NUR 410 and NUR 415 and NUR 420 and NUR 430
Corequisites: NUR 440

NUR 440 BSN Capstone Project
4 Credits. 3 Lecture Hours. 3 Lab Hours.
Students synthesize knowledge and skills acquired throughout the RN-BSN curriculum to develop and present a capstone research or quality improvement project that focuses on community needs, bedside nursing issues, or organizational leadership issues. Project topics must be approved by program faculty.
Prerequisites: NUR 405 and NUR 410 and NUR 415 and NUR 420 and NUR 430
Corequisites: NUR 435

OTA - Occupational Therapy Assistant

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 (or OTA Pre-Admit status and completing Selective Enrollment steps)
Instructor Consent Required

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
Corequisites: OTA 106: Techniques of Occupational Therapy
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
Corequisites: OTA 105: Theory of Occupational Therapy
Instructor Consent Required

OTA 107 Clinical Competency Foundations for Occupational Therapy Assistant
1 Credit. 2 Lab Hours.
A course for Occupational Therapy Assistant students on essential client care skills that provide a foundation for future OTA courses and clinical fieldwork. Students must successfully complete several practical examinations to earn a passing grade in the course.
Prerequisites: Admitted 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 120 and OTA 121 (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 120 and OTA 121 (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 and 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 and OTA 106 (minimum grade C for both)

OTA 180 Occupational Therapy Assisting Level I Fieldwork 1
2 Credits. 1 Lecture Hour. 4 Lab Hours.
Students observe and participate in directed observations and service delivery in a facility or community setting that provides treatment or services for children. Students also attend on-campus seminars to discuss service delivery, inter- and intradisciplinary team relationships, referral to specialists, and relevant ethical issues. Students discuss and develop professional behavior skills. 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. 4 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 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 and 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. 0 Lecture Hour. 2 Lab Hours.
The first of two courses on professional concerns for the practicing Occupational Therapy Assistant. The course focuses on preparing students for clinical work and their Level II internship experience by incorporating techniques and concepts learned throughout the program with laboratory activities. Topics include: role delineation, supervision, leadership, management, documentation, and promoting occupational therapy.
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 and OTA 231 and 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 110 and OTA 111 (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

PAS - Pastry

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: Placement into ENG 101A, and MAT 093 or MAT 105A or appropriate Math placement, and admitted to the Pastry Arts program.
Corequisites: PAS 105: Fundamentals of Baking PAS 110: Celebration Cakes
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: Placement into ENG 101A, and MAT 093 or MAT 105A or appropriate Math placement, and admitted to the Pastry Arts program.
Corequisites: PAS 100: Theory of Baking PAS 110: Celebration Cakes
Instructor Consent Required

PAS 110 Celebration Cakes
3 Credits. 0 Lecture Hour. 6 Lab Hours.
A course on basic design and production of cakes for celebrations such as weddings, birthdays, anniversaries, and other special occasions.
Prerequisites: Placement into ENG 101A, and MAT 093 or MAT 105A or appropriate Math placement, and admitted to Pastry Arts program
Corequisites: PAS 100: Theory of Baking PAS 105: Fundamentals of Baking
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 and PAS 105 and PAS 110 (minimum grade C for all)
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: proper use of a knife, basic savory cooking techniques, nutritional significance of ingredients; replacements for fat, dairy, gluten, and sugar; and techniques for recipe modification.
Prerequisites: DT 120 and PAS 100 and PAS 105 (minimum grade C for all)
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: BUS 190 (minimum grade C) and co-op coordinator consent

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 197 Part-Time Career Education Project: Pastry Arts
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

PAS 210 Advanced Pastry and Buffet Design
3 Credits. 0 Lecture Hour. 6 Lab Hours.
A course on production of a pastry buffet through assembly of a variety of cakes, petits fours, candies, chocolates, and centerpiece.
Prerequisites: PAS 115 (minimum grade C)
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 (minimum grade C)
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 (minimum grade C)
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 or CUL 105 (minimum grade C for both)
Instructor Consent Required

PAS 230 Chocolate Centerpiece Design
3 Credits. 0 Lecture Hour. 6 Lab Hours.
A course on chocolate use, focusing on proper tempering and construction of a chocolate centerpiece as well as preparing molded chocolate candies.
Prerequisites: PAS 105 (minimum grade C)
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 restaurant and catering events.
Prerequisites: PAS 210 (minimum grade C)
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 PAS 105 (minimum grade C for both), 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

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 297 Full-Time Career Education Project: Pastry Arts
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

PBA - Pre-Business Administration

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 197 Part-Time Career Education Project: Pre-Business Administration
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

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

PBA 297 Full-Time Career Education Project: Pre-Business Administration
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's 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: BUS 190 and coordinator consent
Instructor Consent Required

PBT- Phlebotomy Technician

PE - Physical Education

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

PHI - Philosophy

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

PHY - Physics

Courses

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: MAT 096 (minimum grade C) or MAT 105 or appropriate placement

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 122 or appropriate placement

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 124 or appropriate placement

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
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide 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

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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
Corequisites: MAT 251
Ohio Transfer Module Approved

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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

PN - Practical Nursing

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

POL - Political Science

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: Placement into ENG 101A
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

PSC - Physical Science

Courses

PSC 100 Exploring the Solar System
4 Credits. 3 Lecture Hours. 2 Lab Hours.
An introduction to the history of astronomy and the current exploration of our solar system. Topics include: the scientific method and how it is applied in astronomy, the Copernican Revolution, gravity and orbits, composition and formation of the solar system, and human exploration of the solar system.
Prerequisites: None

PSC 105 Stars and Galaxies
4 Credits. 3 Lecture Hours. 2 Lab Hours.
An introduction to astronomy outside the solar system. Topics include: the scientific method and how it is applied in astronomy, measurement and classification of stars, telescopes and astronomical instruments, evolution of stars, black holes, galaxies, cosmology, and the search for life beyond Earth.
Prerequisites: None
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: MAT 093 or MAT 105A or MAT 131A (minimum grade C for all) or appropriate placement
Ohio Transfer Module Approved

PSC 115 Energy and the Environment
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: MAT 093 or MAT 105A or MAT 131A (minimum grade C for all) or appropriate placement
Ohio Transfer Module Approved

PSET - Power Systems Engineering Technology

Courses

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 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

PST - Public Safety Technology

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: ENG 085 or appropriate placement

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: ENG 085 or appropriate placement

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 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 seekin 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 Satisfatory 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)

PSY - Psychology

Courses

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 and placement into ENG 101, or FYE 120

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: Placement into ENG 101A
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

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

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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

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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
Ohio Transfer Module Approved

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
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

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
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

RE - Real Estate

Courses

RE 100 Real Estate Principles and Practices
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on real estate economics. Topics include: principles of contracts, civil rights, ethics, financing, brokerage, appraisal, and Ohio real estate practices. This course is required prior to taking the Ohio Real Estate Sales Licensing exam.
Prerequisites: None

RE 105 Real Estate Law
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on Ohio Real Estate Law. 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. This course is required prior to taking the Ohio Real Estate Sales Licensing exam.
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 115 Real Estate Salesperson Exam Preparation
1 Credit. 1 Lecture Hour. 0 Lab Hour.
A course that prepares students to take the Ohio Salesperson License examination. Topics include: pre-assessment; practice exams; and review of key topics related to real estate principles and practice, law, appraisal, and finance. The course is offered in a 5-week format.
Prerequisites: RE 100 and RE 105 and RE 110, or instructor consent
Instructor Consent Required

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 (minimum grade C)

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 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 (minimum grade C)

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

REL - Religious Studies

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
Ohio Transfer Module Approved

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

RT - Respiratory Therapy

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 Technology 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, O2 and CO2 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 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)

SCM - Supply Chain Management

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: Placement into ENG 101A

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 115 Manufacturing Planning in Supply Chain Management
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on operational frameworks, challenges, and opportunities posed by supply chain management and sustainability trends. Topics include: demand forecasting, master production planning, lean production, push and pull production systems, capacity requirements planning, and inventory management.
Prerequisites: SCM 105

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 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, radio-frequency identification (RFID), Wi-Fi tags, logistics and inventory software, high frequency tracking, and passive/active tracking.
Prerequisites: IM 120

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 (minimum grade C)

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 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 (minimum grade C)

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

SET - Software Engineering Technology

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 102 and CPDM 120 (minimum grade C for both)

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 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

SOC - Sociology

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: Placement into ENG 101A
Ohio Transfer Module Approved

Ohio Transfer Assurance Guide Approved

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 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 6 credits of English Composition
Ohio Transfer Assurance Guide Approved

SPN - Spanish

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 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

ST - Surgical Technology

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 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

STFA - Surgical Technology First Assistant

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

SUR - Surveying

Courses

SUR 100 Introduction to Land Surveying
3 Credits. 2 Lecture Hours. 2 Lab Hours.
A course on foundational concepts in land surveying. Topics include: Land Surveying program expectations and curriculum, career preparation, licensing, ethics, diversity, first aid, and OSHA regulations. Students use Microsoft Word, Excel, and PowerPoint to complete assignments.
Prerequisites: None

SUR 105 Surveying Fundamentals
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 124 or MAT 096 or appropriate placement

SUR 110 Surveying for 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: SUR 105

SUR 120 Computer Aided Design, Civil 3D, and Surveying Software
4 Credits. 2 Lecture Hours. 4 Lab Hours.
A course on applying advanced concepts of computer aided design, using Civil 3D and other surveying software. Students complete outdoor field and computer lab exercises and take the National Society of Professional Surveyors (NSPS) CST Level I exam.
Prerequisites: CET 115

SUR 130 Surveying History
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: Placement into ENG 101A

SUR 191 Part-Time Cooperative Education 1: Land Surveying
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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 100 or SUR 100

SUR 192 Part-Time Cooperative Education 2: Land Surveying
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 191

SUR 193 Part-Time Cooperative Education 3: Land Surveying
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 192 or SUR 291

SUR 194 Part-Time Cooperative Education 4: Land Surveying
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 193

SUR 200 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: SUR 110

SUR 201 Elements of Boundary 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: SUR 110

SUR 202 Elements of Boundary Surveying 2
4 Credits. 3 Lecture Hours. 3 Lab Hours.
A continuation of SUR 201. Topics include: sequential and simultaneous boundaries, riparian and littoral boundaries, public land surveys, easements, and legal principles of property relating to surveyors.
Prerequisites: SUR 201

SUR 215 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: SUR 110

SUR 221 Dendrology 1
2 Credits. 2 Lecture Hours. 0 Lab Hour.
A 7-week course on identification of commonly-encountered woody plants of southwestern Ohio, southeastern Indiana, and northern Kentucky, emphasizing use of botanical keys for identification during the summer season. Topics include: identifying markings and evidence of tree remnants to identify property corners and witness corners for land surveying.
Prerequisites: None

SUR 222 Dendrology 2
1 Credit. 0 Lecture Hour. 2 Lab Hours.
A 7-week course that is a continuation of SUR 221, emphasizing use of botanical keys for identification during the winter season while identifying commonly-encountered woody plants of southwestern Ohio, southeastern Indiana, and northern Kentucky.
Prerequisites: SUR 221

SUR 230 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 and computer lab exercises and take the National Society of Professional Surveyors (NSPS) CST Level II exam.
Prerequisites: SUR 200

SUR 291 Full-Time Cooperative Education 1: Land Surveying
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's or bachelor's degree participate in a 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: SUR 100 or CET 100

SUR 292 Full-Time Cooperative Education 2: Land Surveying
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking an associate's or bachelor's degree participate in a 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: SUR 291

SUR 300 Advanced Surveying 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: SUR 200

SUR 305 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: SUR 230

SUR 310 Surveying Laws and Ethics
4 Credits. 4 Lecture Hours. 0 Lab Hour.
An advanced surveying course on survey law and surveying ethics in Ohio, Indiana, and Kentucky. Topics include: legislation affecting land surveyors including minimum standards, registration, and ethics laws and regulations governing land surveyors in Ohio, Indiana, and Kentucky.
Prerequisites: SUR 202

SUR 391 Part-Time Cooperative Education 1: Land Surveying
1 Credit. 1 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 194 or SUR 292

SUR 392 Part-Time Cooperative Education 2: Land Surveying
1 Credit. 0 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 391

SUR 393 Part-Time Cooperative Education 3: Land Surveying
1 Credit. 0 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 392

SUR 394 Part-Time Cooperative Education 4: Land Surveying
1 Credit. 0 Lecture Hour. 20 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 393

SUR 420 Photogrammetry and Remote Sensing
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on concepts and techniques for photogrammetry and remote sensing. Topics include: laser scanning, data storage and usage, data sharing, unmanned aerial vehicles, and other current advanced surveying technologies.
Prerequisites: SUR 300 and SUR 305

SUR 465 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: SUR 120 and SUR 200

SUR 490 Land Surveying Capstone
3 Credits. 1 Lecture Hour. 6 Lab Hours.
Students complete a field project that demonstrates integrated competencies in advanced surveying concepts and techniques. Students also prepare for and take the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Surveying exam.
Prerequisites: SUR 200 and SUR 310

SUR 491 Full-Time Cooperative Education 3: Land Surveying
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 194 or SUR 292

SUR 492 Full-Time Cooperative Education 4: Land Surveying
2 Credits. 1 Lecture Hour. 40 Lab Hours.
Students seeking a bachelor's degree participate in a 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: SUR 491

SWK - Social Work

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 and SOC 105
Ohio Transfer Assurance Guide Approved

SWK 200 Social Welfare Policy
3 Credits. 3 Lecture Hours. 0 Lab Hour.
A course on the relationships among 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. Topics focus on the case management process, from intake and assessment to referrals and termination.
Prerequisites: SWK 110

TBE - Technical Rescue

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 responsibilties 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 entraped 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

TC - Technical Communication

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: 6 credits of English Composition (minimum grade C) MKT 115 (Minimum Grade C)

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)

TEC - Technical Healthcare

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

TEM - Electrical Maintenance

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-qualfied 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

THE - Theater

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: FYE 120 or placement into ENG 101
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 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

THZ - Hazmat

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 hazrdaous 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) l 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 emergeny 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 manaagement, 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

TOS - OSHA

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 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 - Process Control/ Instrumentation

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

WEB - Web & Multimedia Design

Courses

WEB 111 Web Development 1
3 Credits. 2 Lecture Hours. 3 Lab Hours.
An introduction to website design using CSS 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 131 Visual Design Fundamentals with Adobe Creative Cloud
3 Credits. 2 Lecture Hours. 3 Lab Hours.
An introduction to foundational principles of visual design while gaining proficiency using Adobe Creative Cloud tools (Photoshop, Illustrator, and InDesign). Topics include: design theory, color theory, typography, and layout techniques.
Prerequisites: None

WEB 132 Advanced Visual Design Strategies with Adobe Creative Cloud and AI Integration
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A continuation of WEB 131. Topics include: advanced understanding of design principles, integrating artificial intelligence (AI) technologies into design strategies, interactive design, user experience (UX) design, and project management skills.
Prerequisites: WEB 131

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 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 225 Applied 2D Graphics: Web Design
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course on applications of 2D graphics techniques for raster-based and vector-based software, focusing on creating 2D graphics for web and multimedia applications.
Prerequisites: WEB 131 and WEB 132 and WEB 111 (minimum grade C for all)

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

WLD - Welding

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 101 Applied Welding Processes
3 Credits. 2 Lecture Hours. 3 Lab Hours.
A course for non-welding majors who want to apply basic welding skills for art, hobbies, or other personal uses. Topics include welding safety, theory, operating principles, and equipment; and techniques for Gas Metal Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), and metal cutting processes.
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: MAT 093 or appropriate placement

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 Welding
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: theory, operating principles, equipment, and accessories; GMAW spray transfer techniques; and FCAW-G/GM (dual shielded) and FCAW-S (self-shielded) operations.
Prerequisites: None
Corequisites: 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 210 Gas Tungsten Arc Welding
4 Credits. 2 Lecture Hours. 4 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. 4 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 111

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 111

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

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