



Catalog
2011-2012

Preface

While the Southern State Community College Catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware 1) that this catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which the College is operated, and 2) that the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, fees, procedures, policies, rules, and regulations, which may be contained in this catalog, and 3) that departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments.

All statements in this publication are not to be regarded as offers to contract. Information in this catalog is subject to change.

A student is responsible for meeting all requirements for graduation. Academic advisors should assist in planning programs; however, the final responsibility for meeting the requirements for graduation rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at the College will qualify for such transfer.

Non-Discriminatory Practices

Southern State Community College does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, disability, sexual orientation, and/or gender identity. Questions about this should be directed to the Title IX Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431. Accommodations for persons with disabilities may be made through the Disabilities Service Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431.

Nothing in this Catalog should be construed to supplant the special jurisdictions and procedures set forth in the Ohio Revised Code, Ohio Administrative Code, federal and state laws. Information contained in this catalog constitute policies and guidelines only and are no way to be interpreted as a contract or understanding between Southern State Community College and any of its students, employees, or etc. Southern State Community College reserves the right to modify or delete any of these policies.

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CENTRAL CAMPUS

100 Hobart Drive
 Hillsboro, OH 45133
 (937) 393-3431

FAYETTE CAMPUS

1270 US Route 62 SW
 Washington CH, OH 43160
 (740) 333-5115

NORTH CAMPUS

1850 Davids Drive
 Wilmington, OH 45177
 (937) 382-6645

SOUTH CAMPUS

12681 US Route 62
 Sardinia, OH 45171
 (937) 695-0307

Toll-free: 1-800-628-7722
 Email address: info@sscc.edu
 Web site: www.sscc.edu

Message from the President

By choosing Southern State Community College, you have made the right choice. Our vision for the college is quite simple. We want Southern State Community College to be YOUR first-choice college.

Whether you are graduating from one of our area's high schools, making the choice to return to college for better job prospects, or deciding to finish something you started long ago, we recognize that you have many choices about where to pursue your college education. We are convinced that SSCC can be an affordable, accessible, and high-quality choice to pursue a two-year technical degree that can take you directly to a job, or a two-year associates degree that you can transfer to another college of your choice to complete your bachelor degree. Whatever your circumstances, Southern State Community College has a long history of introducing students just like you to a college education and seeing changed lives at the other end!

I encourage you to get the most out of your experience here. Check out our wide array of academic and student services designed around your success. This catalog will serve as your guide alongside the friendly and knowledgeable faculty and staff.

I wish you the very best as you pursue your educational and employment goals and thank you for choosing Southern State.

Sincerely,



Kevin S. Boys, Ph.D.



Dr. Kevin S. Boys
President

GENERAL

information



General Information

Accreditation

- Southern State Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools [30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (312) 263-0456].
- The Associate Degree Nursing Program is accredited by the National League of Nursing Accrediting Commission, [3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326] and has provisional approval by the Ohio Board of Nursing [State Office Tower, 77 South High Street, 17th Floor, Columbus, Ohio 43266-0316, (614) 466-3947].
- The Medical Assisting Technology program is accredited by the Commission on Accreditation of the Allied Health Education Program [35 East Wacker Drive, Suite 1970, Chicago, Illinois, 60601-2208, (312) 553-9355].
- The Practical Nursing program has the full approval of the Ohio Board of Nursing [State Office Tower, 77 South High Street, 17th Floor, Columbus, Ohio 43266-0316, (614) 466-3947].
- The Emergency Medical Services program is accredited by the Ohio Department of Public Safety, Division of Emergency Medical Services [1970 West Broad Street, Columbus, Ohio 43218-2073, (614) 466-9447].
- The Respiratory Care program holds a Letter of Review from the Committee on Accreditation for Respiratory Care [1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835].



Background

Celebrating a progressive history dating back to 1975, Southern State Community College (SSCC) began as Southern State General and Technical College. With support from the University of Cincinnati's Board of Trustees, the College was operational and served a broad geographical district encompassing UC's Tri-County Academic Center in Macon. In 1977, the name of the College was officially changed to Southern State Community College.

Designed to serve the communities of Adams, Brown, Clinton, Fayette, and Highland Counties, the College's physical development represents a number of significant milestones.

- 1976-77 - A new South Campus facility opened in Brown County and former Clinton County Air Force base buildings were renovated for use as the North Campus near Wilmington.
- March 1981 - Administrative offices for the college were moved from their North Campus location to a new 4,000-square-foot facility in Hillsboro.
- September of 1981 saw the beginning of the College's Practical Nursing Program and in 1985 the College's largest facility, the Central Campus in Hillsboro, opened for autumn quarter. The addition of this campus, completed in Southern State's tenth anniversary year and was considered a tribute to the first decade as well as a tangible framework for progress into the future.
- 1994-95 - A new wing was added to the Central Campus which included space for health sciences, biology and chemistry, as well as administrative offices.
- 1990 - An agricultural wing was added to accommodate a greenhouse and additional classroom space.
- September 1999 - The Appalachian Gateway Center opened on the South Campus. The Center serves as a focal point for the community with a focus on cultural and educational programs relating to Appalachian culture.
- 1999 - A new 19,000-square-foot facility was opened in Fayette County. Previously known as the Great Oaks Equine Center, the Fayette Campus was constructed to serve the students in the northern quadrant of the College's service area.
- May 2000 - A new 35,000-square-foot facility was constructed in Wilmington, Ohio.
- March of 2005 - The College added a new 25,000- square-foot multipurpose center to the College's Central Campus landscape. This 2500-seat-capacity building was erected to serve a

variety of needs within the College and its surrounding community. Appropriately named the Patriot Center, this facility allows the College to host its athletic venue as well as graduation, expos, concerts, guest speakers, college fairs, and numerous other activities.

- 2009 – A 17,000-square-foot addition was added to the College's Fayette Campus resulting in state-of-the-art science labs, classrooms, student resource areas, and a large community room.

In addition to the physical campus improvements, the College has experienced a number of other important highlights in its short history. Southern State was one of the first community colleges in the state to develop an accredited transfer program. This early awareness of the value in transfer agreements has been supported by subsequent arrangements with public and private four-year universities and colleges around Ohio and the rest of the nation. Along with the transfer program, SSCC has developed a wide variety of associate degrees in applied business and applied science, the Associate of Technical Studies degree, and various certificate programs. In May of 2006, following a comprehensive self-study and the evaluation of the North Central Association of Colleges and Schools, SSCC was granted a ten-year accreditation by the association. Since that time, accreditation has continued with the next evaluation visit scheduled for academic year 2015-2016.

The fifth president of the College, Dr. Kevin Boys, began his term in January 2010. He was preceded by Dr. Lewis Miller (1975-1988), Dr. George McCormick (1989-1994), Dr. Lawrence N. Dukes (1995-2007), and Dr. Sherry A. Stout (2007-2009).

A more comprehensive history of Southern State Community College's early development (1975-2002), authored by the College's first President, Dr. Lewis Miller, is available through the College's Learning Resource Center.



College Memberships

Southern State Community College maintains memberships in the following organizations:

Adams County Chamber of Commerce
 American Alliance for Health, Physical Education, Recreation and Dance
 American Association of Community Colleges
 American Association of Collegiate Registrars and Admissions Officers
 American Association of Medical Assisting
 American Association of University Women
 American Chemical Society
 American Correction Association
 American Counseling Association
 American Economic Association
 American Library Association
 American Library Association of Ohio
 American Marketing Association
 American Society for Testing and Materials
 American Sociological Association
 Area Health Education Center-Health U.C.
 Association of Community College Trustees
 Association of Fundraising Professionals
 Association of Official Analytical Chemists
 Brown County Chamber of Commerce
 Clinton County Chamber of Commerce
 Commission on Adult Basic Education
 Correction Education Association
 Council for Higher Education Accreditation
 Council of North Central Two-Year Colleges
 Dayton Area Nurse Educators
 Fayette County Chamber of Commerce
 Greater Cincinnati Counseling Association
 Highland County Chamber of Commerce
 Instructional Telecommunications Council
 Licensed Practical Nursing Association of Ohio
 National Academic Advising Association
 National Association for College Admissions Counselors
 National Association of Biology Teachers
 National Association of Colleges and Employers
 National Association of Collegiate Directors of Athletics
 National Association of Emergency Medical Services Educators
 National Association of Pediatric Nurses and Practitioners
 National Association of Student Financial Aid Administrators
 National Career Development Association
 National Council for Marketing and Public Relations
 National Council of Teachers of English
 National Junior College Athletic Association
 National League for Nursing
 National League for Nursing Accrediting Commission
 National Organization for Associate Degree Nursing
 National Women Work

North Central Association of Colleges and Schools
 Ohio Alliance for Health, Physical Education,
 Recreation & Dance
 Ohio Academic Advising Association
 Ohio Assessment Association
 Ohio Association for Adult and Continuing Education
 Ohio Association of College Admissions Counselors
 Ohio Association of Collegiate Registrars and
 Admissions Officers
 Ohio Association of Student Financial Aid
 Administrators
 Ohio Association of Two-Year College Admissions
 Officers
 Ohio Association of Two-Year Colleges
 Ohio Career Development Association
 Ohio Coalition of Associate Degree Human Services
 Educators
 Ohio College Association
 Ohio Community College Athletic Conference
 Ohio Continuing Higher Education Association
 Ohio Council of Associate Degree Nursing Education
 Administrators
 Ohio Council for Student Development
 Ohio Counseling Association
 Ohio Educational Library/Media Association
 Ohio Instructor/Coordinator Society
 Ohio League for Nursing
 Ohio Library and Information Network
 Ohio Library Council
 Ohio Literacy Network
 Ohio Organization for Associate Degree Nursing
 Ohio Organization of Practical Nurse Educators
 Ohio Teachers of English for Speakers of Other
 Languages
 Ohio Transfer Council
 Ohio Two-Year College Placement Association
 Organization for the Advancement of Associate
 Degree Nursing
 Popular Culture Association
 Rural Ohio Valley Health Sciences Library Network
 Southwestern Ohio Council for Higher Education
 Starlink



Southern State Community College 2011-2012

Arrangements With Other Institutions of Higher Education

Southern State Community College is a member of the Southwestern Ohio Council for Higher Education (SOCHE). The Council promotes inter-institutional cooperation in order to achieve education advancement, promote research, and foster administrative efficiency in member institutions. SSCC students may cross-register at any one of the following SOCHE member institutions: Air Force Institute of Technology, Antioch University, Cedarville University, Central Michigan University, Central State University, Clark State Community College, Edison State Community College, Kettering College of Medical Arts, Miami - Jacobs Career College, Miami University - Middletown, Nyack College Miami Valley, Sinclair Community College, Union Institute and University, United Theological Seminary, University of Dayton, Urbana University, Wilberforce University, Wilmington College, Wittenberg University, and Wright State University.

In addition, Southern State has articulation agreements with a number of public and private colleges and universities. Students should talk to their advisor concerning preparation to transfer.

Southern State Community College has a reciprocity agreement with Northern Kentucky University. Further information on this agreement is available from the Records Office at SSCC.

Transfer Module

The Ohio Board of Regents developed a statewide policy which facilitates the transfer of students in Ohio colleges and universities. The Ohio Articulation and Transfer Policy allows students who meet the Transfer Module requirements of their home institutions to meet automatically the Transfer Module requirements of the colleges and universities to which they transfer, even though the requirements of the institutions may vary. Students should note, however, that after transfer, they may be required to meet additional general education requirements that are not included in the Transfer Module. Further information on the Transfer Module is listed in the Academic Programs section of this catalog.

In addition to the Ohio Transfer Module, H.B. 95 mandated that the Ohio Board of Regents establish policies and procedures applicable to all state institutions of higher education to ensure seamless transfer. Transfer Assurance Guides (TAGS) are being developed to assist students in more than 38 different degree pathways. TAGS extend the impact of the existing transfer module policy through more precise advising and the assurance of credit transfer and the application of credits to academic degree program requirements. For more information, please visit <http://regents.ohio.gov/transfer/tagcourses/index.php?>

Articulation Agreements — Colleges/Universities

In addition to the state Transfer Module articulation agreement, the College has articulation agreements with the following colleges/universities:

Belmont Technical College (collaborative agreement)
 Capital University
 DeVry University - Columbus
 Franklin University
 Lindsey Wilson College
 Miami University
 Northern Kentucky University
 Ohio University - Chillicothe
 Palmer College of Chiropractic
 Shawnee State University
 University of Cincinnati
 University of Phoenix
 Wilmington College
 Wright State University

Contact the Academic Affairs Office for specific program information.

Advisory Committees

Southern State is a community college designed to fill specific post-secondary educational needs of area residents. The College can best meet this commitment with guidance and constructive input from concerned members of the community. To foster this vital community involvement, the College has established an advisory committee system. Persons involved in business, public service, industry, agriculture and many other walks of life volunteer their service and expertise for the purpose of guiding and updating educational programs offered by Southern State. The advisory committees help to ensure that general and technical education is of the finest quality and always attuned to community needs. Community representatives on the college advisory committees are listed at the end of the catalog.

Values Statement

Honesty and integrity in all endeavors, tolerance for different ideas, respect for all individuals, and excellence and creativity in the pursuit of knowledge.



Mission and Strategic Vision

Southern State Community College is committed to its mission to provide accessible, affordable, and high quality education to people in southern Ohio. The College's strategic vision represents a unifying guide toward fulfilling this mission. Collaboratively, a vision to Be Your First-Choice College has been cast. To do this, the College will...

- Be your best investment
- Create synergy through partnerships and collaboration
- Be a driving force in innovation and technology
- Advance student success
- Be the best place to work
- Be a dynamic and flexible organization



Responding to Emergencies

An emergency on campus has a very broad definition. It can be any event or situation requiring immediate action and which threatens the health, safety, security, or well-being of the campus community.

On campus emergency situations may include but are not limited to:

- Incidents of persons in extreme emotional distress
- Accidents involving personal injury and/or property damage
- Incidents of inter-personal conflict (verbal or physical)
- Incidents involving theft of personal or College property
- Incidents involving the use or sale of drugs or alcohol
- Any incident which represents a threat to the safety or security of individuals and/or the campus

Any member of the campus community who is aware of an emergency situation should take immediate steps to protect themselves (and others if possible) from an immediate danger or threat. Individuals should use their best judgment when considering steps to intervene or diffuse a situation while constantly keeping in mind that individual safety is paramount. If deemed appropriate, call 911 to request the appropriate emergency service (paramedic, police, fire).

All emergency situations should be reported to the Vice President of Student Affairs and Enrollment Management as soon as possible. The report should be made using the SSCC Incident Report form which can be obtained at the Campus Director's office or under the "Frequently Used Forms" link on the SSCC web page. Individuals making the report should complete the form in its entirety providing as many details as possible. Upon receipt of the form, the Vice President of Student Affairs and Enrollment Management will determine the appropriate course of action (follow-up investigation, notification to other departments, referral to the Behavior Response Team, enforcement of student conduct policy, etc).

For emergency situations involving an employee, an additional report should be made to the employee's supervisor, using the SSCC incident report form, as soon as possible. For additional information, employees should refer to the Occupational Health and Safety Policy located in the Policy and Information Manual.



ADMISSION

procedures



Admission Procedures

Prospective students will find a courteous, professional staff of Admissions Representatives at Southern State who are willing and able to help. They may be contacted by phone at 1-800-628-7722 or by letter addressed to: Admissions Office, Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133.

Admissions

Southern State Community College is a state-supported institution. As enrollment ceilings permit, the following individuals will be accepted for admission:

- Any graduate of an Ohio high school who is a resident of Ohio.
- Out-of-state students who have graduated from high school.
- Students who have not completed high school but have successfully completed the General Education Development Test for high school equivalency. Applicants may demonstrate evidence of high school equivalency by submitting a satisfactory score report on the General Education Development (GED) Test. Information concerning the GED is available at the College or from the State Department of Education.
- Students beyond the compulsory school age (18) without a high school diploma or GED will be accepted as part-time students (less than 12 credit hours) for their first quarter. Upon successful passing of the first quarter, the student will become eligible to take a full-time class load.

Admission to the College does not ensure admission to a specific course or program of study. Separate application must be made for the nursing programs. Refer to program information under the “Academic Programs” section of this catalog. Students who intend to apply for admission to Respiratory Care must contact the Respiratory Care Director for specific requirements. The College reserves the right to deny admission to any course or program in which there is documentation to indicate that the student can not succeed with reasonable accommodation.

It is important for prospective nursing students to know that a past felony or misdemeanor conviction may disqualify him/her from taking the state licensure examination (as outlined in Section 4723.28 of the Ohio Revised Code). See the Nursing Department for more specific information.

The College offers non-credit developmental courses and regular course offerings that provide applicants the opportunity to prepare themselves further for the program of their choice. Students may

discover their need for these courses through the Placement Assessment procedure.

It is recommended that beginning freshmen take either the American College Testing Program Examination (ACT) or the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board for use in academic counseling. The Central and South Campuses of Southern State Community College are ACT testing centers.

1. First-Time College Admission

- a. Prospective students should obtain an Application for Admission from the College Student Services Office or via the College’s Web page at: www.sccc.edu/admission. This form should be completed and returned to the Student Services Office. High school students are urged to apply as early as possible in their senior year.
- b. All applicants should submit a high school transcript or copy of GED certificate to the Records Office at the time of application. In addition, transfer students should submit official transcripts of prior college course work.
- c. Applicants with disabilities must request modifications and must self-identify and begin requests in a timely manner. (See Disability Services under Academic Services in this catalog.)
- d. Applicants will be notified of their acceptance to the College.
- e. Before registration for classes, all new students must complete the Placement Assessment according to the policies listed under “Placement Assessment” on page 15. All degree-seeking students should meet with an advisor to plan course selection.

2. High School Admission

a. Early Admission

In recognition of the need for advanced educational opportunities for qualified high school students, SSCC offers early admission to selected students who complete the following steps:

1. In order to be considered for early admission, a high school student must:
 - a. Present evidence of having completed the sophomore year of high school.
 - b. Provide the College with a written recommendation from the high school principal or guidance counselor indicating

- approval of the student's specific plan of action.
- c. Have demonstrated superior overall academic achievement as evidenced by a transcript which must accompany his/her Application for Early Admission.
 - d. Reflect a level of personal and social maturity which would make it possible for the student to function adequately in a college atmosphere.
2. Approved early admission students may carry one course each quarter during the regular academic year and a maximum of one course per A Term, B Term, or Quarter term for the Summer Quarter.
 3. Under certain circumstances, arrangements may be made to enable high school juniors or seniors to carry more than one course per term. These arrangements must be approved in advance.
 4. Any deviations from the above procedures must be approved by the Vice President of Academic Affairs.

b. Post-Secondary Enrollment Options (PSEO) Program

The purpose of the Post Secondary Enrollment Options (PSEO) Program is to provide high school students who are intellectually and socially capable the opportunity to earn college and high school graduation credit through successful completion of college courses.

Some academic programs at Southern State require the documentation of high school graduation or the GED for admission to the academic program and may exclude entrance under the Post Secondary Enrollment Options Program. Admission criteria are based on the high school grade of the applicant.

Criteria for Admission

1. Complete the SSCC PSEO application and submit it to the Records Office by the following dates:
 - Fall Quarter 2011 - July 1, 2011
 - Winter Quarter 2012 - November 15, 2011
 - Spring Quarter 2012 - February 15, 2011
2. Provide official high school transcripts that reflect the required cumulative grade point average for the following grade levels:

3.75	Freshman
3.50	Sophomores
3.0	Juniors and Seniors
3. Junior and senior students must provide documentation that all parts of the Ohio Graduation Test (OGT) have been successfully passed. Freshman and sophomore students will have their OGT

- scores reviewed at the end of their sophomore year. Students must have successfully completed all parts of the OGT to continue in the PSEO Program. (If required for graduation by school district.)
4. All PSEO applicants must meet one of the following criteria:
 - Must take SSCC PSEO test and score at the ENGL 101 or MATH 117 level. (*Note: Achieving this score does not necessarily result in automatic placement into either course.*) Students may take the assessment only once per academic year.
 - Must have an ACT English score of at least an 18 or a math score of at least a 22.
 5. Student must reflect a level of personal and social maturity which would make it possible for the student to adapt to a college level environment.

PSEO Application Process

1. Application deadlines - please refer to PSEO application for deadlines.
2. Students will be contacted to schedule a time to take the Southern State English and Math assessment after we receive their Post-Secondary Application. A student must score at the ENGL 101 or MATH 117 level, although this score does not automatically place the student into either course. **Students may take the assessment only one time per academic year to be considered for this program.**
3. **All Post-Secondary applicants will receive notification of acceptance or denial in writing.** If approval to participate in the program is granted, the applicant must contact the Director of Admissions for advising and registration.

PSEO Guidelines

1. Students enrolling in the program will be expected and required to perform at the same level as all regular students. Post Secondary students are subject to the same policies and procedures, academic practices, and grading standards as all other Southern State Community College students.
2. Students enrolled at SSCC under the PSEO program are not permitted to repeat courses and have those courses subsidized through the PSEO program without written consent from the student's local school district designee. It is the responsibility of the student not to attempt this repetition as payment for such repetition will not be presented to the state for reimbursement and could ultimately become the student's financial responsibility depending on the

student's local school district policy. Consent letters from the district should be directed to the SSCC Business Office at 100 Hobart Drive, Hillsboro, Ohio, 45133.

3. Students may not enroll in any specific college course through the PSEO program if the student has taken high school courses in the same subject area as the college course and has failed to attain a cumulative grade point average of 3.0 on a 4.0 scale, or equivalent in such completed high school courses. It is the student's responsibility not to register for courses in which this guideline has not been met.
4. Parents of students under 18 years of age need to be aware that all SSCC computers have free, unfettered access to the Internet. Southern State Community College computers do not use any type of filtering software.
5. The Family Educational Rights and Privacy Act (FERPA) applies to education records at all levels of education. At the point of becoming a Southern State student, FERPA rights become those of the student. Without written consent from the student, a dependent student's information cannot be disclosed even to the parent. However, under the rules of Post-Secondary Enrollment Option, the college reserves the right to communicate student record information with appropriate official(s) of the home high school. **Information will not be released to parents without signed authorization from the student.**
6. Students should see the Director of Admissions or a campus advisor prior to registration each quarter.
7. Post Secondary Enrollment Options will not fund remedial courses (ENGL 100 or MATH 101).
8. Students are permitted to participate in the PSEO program during the fall, winter, and spring quarters.



3. International (Foreign) Admissions

Southern State Community College is authorized by federal law to accept non-immigrant (F-1 visa) students. The Admissions Office can provide you with materials concerning international students, or you can access current information on our website at www.sccc.edu/admission/international.html.



4. Transfer Admission

- a. Students previously attending an accredited institution recognized by the Council for Higher Education Accreditation may transfer courses as follows:
 - Courses taken prior to Autumn 2005 with a grade of "C minus" or above.
 - Courses taken Autumn 2005 or later with a grade of "D" or above.
 Students must have an official transcript sent to the Registrar's Office before transfer credit will be awarded.
- b. Applicants who have earned an A.A. degree or A.S. degree from an Ohio public college, with an overall GPA of 2.0 or better, and have met the Transfer Module, will receive transfer credit for all college level courses which they have passed.
- c. A student wishing to transfer to Southern State Community College should be in good standing from the last college of attendance and transfer students must comply with all admission procedures.

5. Transient Students

A transient student is defined as one who is regularly enrolled at another institution and who expects to return to that institution. An applicant for transient admission to Southern State Community College who is seeking full credit for courses taken should see his/her advisor at his/her home institution for appropriate procedures on transfer of credits. The following documents should be provided for transient admission:

- Completed SSCC Application for Admission
- Copy of applicant's high school transcript
- A letter from an advisor/official at applicant's home institution stating that permission to attend SSCC has been granted

Note: If the SSCC applicant wishes to take a course that has a prerequisite, the letter from the advisor at the home institution must document the courses taken that meet our prerequisite requirement. Otherwise, a college transcript will be required to provide that documentation.

All SSCC students who wish to complete course work at other institutions and have credit for such course work accepted by Southern State should obtain appropriate approval from the Records Office prior to registering at another college.

Placement Assessment

Southern State Community College conducts self directed placement assessments in mathematics and English usage for students new to the college. The following policies have been established:

- **Degree-Seeking Students** - All new students with no prior college course work who intend to earn a degree or obtain a certificate are required to take the placement assessment.
- **Transfer Students** - Based on the results of an evaluation of transfer credits, new students with prior college course work in mathematics and English may, upon request, be excused from taking the placement assessment.
- **Non-Degree Students** - All new students who wish to take courses but do not intend to work toward a degree or certificate may not be required to take the placement assessment. However, non-degree students wishing to take any mathematics or English courses will be required to take the assessment before enrolling in those courses. Additionally, non-degree students who later decide to enter a degree/certificate program will be required to take the assessment.



Selective Service Compliance

Under the provisions of Section 3345.32 of the Ohio Revised Code, all males between the ages of 18 and 26 attending a state-assisted college or university in Ohio are required to be registered with the Selective Service System or be charged a tuition surcharge equal to that charged non-resident students. Students may be exempt from registering on the basis of one criteria on a list of exceptions. Selective Service Compliance forms are available in the Records Office.

Student Classification

- **Full-time student:** A student who is enrolled for 12 or more credit hours.
- **Part-time student:** A student who is enrolled for fewer than 12 credit hours.

Student Resident Status

Residence, for tuition purposes, will be determined at the time of admission by the Records Office on the basis of the guidelines shown and information supplied on the Application for Admission and the request to change residency status form. Any student who registers improperly with respect to residence will be required to pay the non-resident tuition surcharge.

A. Intent and authority

1. It is the intent of the Chancellor of the Ohio Board of Regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the State of Ohio primarily for the purpose of receiving the benefit of a state-supported education.
2. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Chancellor of the Ohio Board of Regents by Section 3333.31 of the Revised Code.

B. Definitions

For purposes of this rule:

1. "Resident" shall mean any person who maintains a twelve-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state public assistance, and who may be subjected to tax liability under Section 5747.02 of the Revised Code, provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.
2. "Financial support" as used in this rule, shall not include grants, scholarships, and awards from persons or entities which are not related to the recipient.

3. An "institution of higher education" shall have the same meaning as "state institution of higher education" as that term is defined in Section 3345.011 of the Revised Code, and shall also include private medical and dental colleges which receive direct subsidy from the State of Ohio.
4. "Domicile" as used in this rule is a person's permanent place of abode, so long as the person has the legal ability under federal and state law to reside permanently at that abode. For the purpose of this rule, only one domicile may be maintained at a given time.
5. "Dependent" shall mean a student who was claimed by at least one parent or guardian as a dependent on that person's Internal Revenue Service tax filing for the previous tax year.
6. "Residency Officer" means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.
7. "Community Service Position" shall mean a position volunteering or working for:
 - a. VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the chancellor of the Ohio Board of Regents; or
 - b. An elected or appointed public official for a period of time not exceeding 24 consecutive months.

C. Residency for Subsidy and Tuition Surcharge Purposes

The following persons shall be classified as residents of the State of Ohio for subsidy and tuition surcharge purposes:

1. A student whose spouse, or 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 twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
3. A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term 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 of full-time employment and domicile shall include both of the following:

- a. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Ohio.
 - b. A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent, legal guardian or spouse resides at that residence.
4. A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:
- a. The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
 - b. If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of the term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division. Domicile as used in division (C) (4)(b) of this rule shall have the same meaning as used in division (C)(3)(b) of this rule.

D. Additional criteria which may be considered by residency officers in determining residency may include but are not limited to the following:

1. Criteria evidencing residency:
 - a. if a person is subject to tax liability under Section 5747.02 of the Revised Code;
 - b. if a person qualifies to vote in Ohio;
 - c. if a person is eligible to receive Ohio public assistance;
 - d. if a person has an Ohio driver's license and/or motor vehicle registration.
2. 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 public assistance, 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 public assistance. (See paragraph (D)(2)(a) of this rule.)
3. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

E. Exceptions to the General Rule of Residency for Subsidy and Tuition Surcharge Purposes.

1. 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 these purposes.
2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.
3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
4. A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes.

as long as Ohio remains the state of such person's domicile as long as such person has fulfilled his or her tax liability to the State of Ohio for at least the tax year preceding enrollment.

5. A person who has been employed as a migrant worker in the State of Ohio, and his or her dependents, shall be considered a resident for these purposes provided such person has worked in Ohio for at least four months during each of the three years preceding the proposed enrollment.
6. A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered a resident of Ohio while in service and upon completion of service in the community service position.
7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.
8. A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio National Guard service.



F. Procedures

1. A dependent person classified as a resident of Ohio for these purposes under the provisions of paragraph (C)(1) of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the State of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
2. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraphs (C)(1) or (C)(2) of this rule.
3. For students who qualify for residency status under paragraph (C)(3) of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.
4. Any person once classified as a nonresident, upon completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is, or in the preceding twelve consecutive months, has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident. Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.
5. 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.
6. Any institution of higher education charged with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

FEEES, EXPENSES

and financial aid



Fees and Expenses

Estimated Book Charges

The Financial Aid Office estimates the average book allowance is in the range of \$500 to \$700 per term based on the enrollment status and type of courses. However, all books are priced individually and prices may vary based upon the book vendor. You may find the list of required books along with the prices at www.sccc.edu, select “Current Student” and then “Adopted Text”.

Estimated Room and Board Costs

Because Southern State Community College is a commuter college, no annual room and board charge is assessed to the student. However, for financial aid budgeting purposes, there is an average allowance of \$2700 for Independent students and \$1700 for Dependent students and Independent students living with parents.

Fee Schedule

The following is a breakdown of student fees at Southern State Community College. *The College reserves the right to change fees.*

HRS.	RESIDENT	NON-RESIDENT
1	93	180
2	185	358
3	278	539
4	372	718
5	464	897
6	556	1,076
7	650	1,256
8	742	1,437
9	835	1,617
10	927	1,795
11	1,021	1,975
12	1,211	2,331
13	1,211	2,331
14	1,211	2,331
15	1,211	2,331
16	1,304	2,511
17	1,397	2,690
18	1,488	2,870
19	1,583	3,050
20	1,676	3,228

* Charge includes a \$1 per credit hour Technology Fee and a \$5 per credit hour Activity Fee.

Laboratory Fees

Certain classes scheduled will involve a special or laboratory fee. This fee is in addition to the amount charged for Instructional Fees listed on previous column. Such laboratory fees will be designated in the quarter schedule and/or published through other College materials.

Payment Options

All tuition and fees must be paid in full before a registration is complete. Payments may be made in person and secure drop boxes are located on each campus. The College accepts VISA and Master Card. Online credit card payments may be made at www.sccc.edu and the MYSSCC link. Once on MYSSCC simply click on the My Profile tab and then My Account. Credit card payments may also be made by calling the Business Office at 1-800-628-7722 ext. 2651.

Other Payment options available are as follows:

- A contractual Deferred Payment Option as available by completing a Deferred Payment Contract and submitting it along with a \$100 deposit by the payment arrangement deadline as set forth by the College prior to each term. The Deferred Payment Contract MUST BE COMPLETED each term, by the deadline date of each term.
- Federal, State and Other financial aid is available by completing the Free Application for Federal Student Aid, known as the FAFSA. The results of the FAFSA must be in the Financial Aid Office not later than the payment arrangement deadline as set forth by the College prior to each term. Students who do not have their FAFSA results in by the payment deadline, but pay the \$100 deposit to hold their seat in class until their financial aid results are in the Financial Aid Office. The \$100 deposit will count toward the student's charges and may be returned to the student if the financial aid covers all charges.
- To apply for financial aid, you may go to the SSCC website, www.sccc.edu, then select “Current Student”, then select “Financial Aid” and then select “How to Apply”. This is a complete step-by-step process for applying for financial aid.
- Student Loans are also available to students who have completed the FAFSA by the payment deadline and by requesting the desire for a student loan to the financial aid office by the Payment Arrangement Deadline. A freshman student may borrow up to \$5500 per academic year and a sophomore may borrow up to \$6500 per academic year.

- The possibility of being fully funded by the above options is obtainable if the student applies and qualifies by the deadlines set forth by the College.

Refund Policy

When written withdrawal procedures are followed, the College will refund fees, within a reasonable period of time, according to the following schedule:

<i>Withdrawal completed:</i>	<i>All Students</i>
Before start of Quarter100%
By the last day of the second week*100%
After second week	No Refund**

*Week is defined as seven (7) consecutive days, beginning with the first day of the quarter.

**Students who receive Title IV financial aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans) who do not complete their classes for a quarter will be responsible to return unearned aid back to the Department of Education. Failure to return unearned aid will result in loss of future eligibility for any Title IV financial aid. Please see complete policy in the Financial Aid section of this catalog.

NOTE: Refund of fees for accelerated terms (Summer, etc.) will be pro-rated accordingly.

Returned Check Fee

Any check returned for insufficient funds will have a \$15.00 fee.

Senior Citizens Fee Reductions

Any person age sixty or over who meets the residency requirements for tuition purposes as defined in this Catalog may enroll in courses at Southern State Community College on a tuition-free, not-for-credit basis. Fees for laboratory and books, where applicable, will be charged. Enrollment is limited to courses in which classroom space is available.

Persons sixty years of age or older who desire to enroll in classes or courses for credit on a tuition-free basis may be eligible to do so at no charge where classroom space is available. Persons must contact the Financial Aid Office for assistance in determining eligibility. Fees for laboratory and books, where applicable, will be charged. Senior fee reduction does not apply to continuing education courses.

Questions concerning payment of fees and refund of fees should be directed to the Business Office.

Veterans and War Orphans

Southern State is approved for the education and training of veterans and their dependents under several assistance laws. Inquiries concerning eligibility and certification should be directed to the Records Office.



College Costs

Direct cost consists of estimated tuition, books, supplies and fees paid directly to the college.

Indirect costs are those costs that you incur during the academic year, but which are not necessarily charged to the student.

Estimated direct cost per academic year based on full-time enrollment:

Tuition	\$3633
Books & Supplies	\$2067

Estimated indirect cost per academic year based on full-time enrollment:

Living Allowance	\$2700	(Independent Student)
	\$1700	(Dependent Student)
Transportation	\$2100	(Average cost for commuter student)



Financial Assistance

Applying for Financial Aid Get a Federal Student Aid Pin (Personal Identification Number)

The PIN is your electronic signature used when applying for Federal Student Aid. All student's and at least one parent of a dependent student, MUST have a Federal PIN.

To apply for a PIN:

- Visit: www.pin.ed.gov > select "Apply For PIN" > click Next > Complete the personal information. Note: If you choose to create your own PIN, it will take 7 to 10 days to receive your PIN. > click Next. If you choose to have them give you a random PIN and select DISPLAY NOW, you can immediately view and print your PIN that can be used to complete the FAFSA real time.

Already have a PIN?

- Visit: www.pin.ed.gov > select "Request a Duplicate" and give your personal information. If you have forgotten your challenge question, you may re-apply for a PIN after three attempts. **A parent of a dependent student MUST also have a PIN using the same instructions as listed above.**

Gather the required information to apply

The documents listed below hold important information required for the completion of the FAFSA.

- The student's Social Security Number and the household parent's of a dependent student's Social Security Numbers and birth dates
- Student's Driver's License number
- Federal Income Tax Information for the last completed calendar year (1040, W2's for all members of the student's household (student and/or spouse and parents if dependent)
- Records of any untaxed income received in the household for the last completed calendar year (child support, veteran's benefits, social security, etc.)
- Information on any investments or assets (Not including the home).

Complete the FAFSA

All interested students must complete and submit the FAFSA after the close of each tax year in order to have eligibility determined for Federal, State and some types of institutional financial aid. The complete application process is explained above in "Applying for Federal Aid".

Visit: www.fafsa.ed.gov

- **Section 1** is application instruction and valuable information about federal student aid

- **Section 2** is the actual FAFSA on line > select "Fill out Your FAFSA" you can also open a saved FAFSA or go back to sign the FAFSA

Financial Resources

The primary purpose of the financial aid program at Southern State is to enable qualified students with limited financial resources to attend college. The College makes every effort to secure the needed funds so that our students will not find it necessary to alter their educational plans.

Questions concerning the financial aid application process and other related assistance may be answered by the Financial Aid Office by calling 1-800-628-7722 ext 2610. The following types of financial assistance are available through the College:

GRANTS are monies made available to students in need of financial aid and capable of meeting normal academic requirements. Specific grants available to Southern State students include the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant. These GRANTS do not have to be repaid unless the student drops all of their classes prior to completing at least 60% of the term. See "Return of Title IV" regulations.

LOANS are a form of financial aid with the stipulation that they must be repaid at a specific time. The type of loan available to our students is the William D. Ford Federal Direct Loan Program.

FEDERAL COLLEGE WORK STUDY

(FCWS) provides employment opportunities for students who, upon completion of the FAFSA, choose to earn part of their federal funding instead of receiving subsidized loan money that must be repaid. The student may earn no less than the prevailing minimum wage rate of pay. The following procedures complete the application process.

- Current year FAFSA application must be completed
- Federal work study option is selected
- The FWS application is sent to the student in their award packet
- The application is returned to the financial aid office
- A pre-employment background check (with student approval) is required (a student who has a misdemeanor or felony conviction within seven years prior to July 1 of the academic year begin year will NOT be permitted to become employed in the Federal Work Study program, i.e. school year is 2011-2012, the date would be within seven years prior to July 1, 2011.)

- Employment begins after supervisor selection and final paperwork is completed
- Students work no more than 20 hours a week
- Hourly wage; 8.00 per hour
- Student must maintain 2.5 cumulative GPA or above

SCHOLARSHIPS are monetary gifts that do not involve repayment. The amount of scholarship monies usually varies based on the type of scholarship and the requirements of the donor.

NOTE: Financial Aid is NOT automatically renewed each year. Students must reapply each year to be considered for financial assistance. FAFSA results received prior to June 1 will be considered for priority aid.

Scholarship Applications received by March 15th will receive priority processing.

Student Rights and Responsibilities

You have the right . . .

- to know what financial aid programs are available at Southern State Community College.
- to know the deadlines for submitting applications for each of the financial aid programs available.
- to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- to know how your eligibility was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget.
- to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your eligibility.
- to request an explanation of the various programs in your student aid package.
- to know the College's refund policy and how it affects your financial aid package.
- to know what portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, length of time you have to repay the loan, and when repayment is to begin.
- to know how the College determines whether you are making Satisfactory Academic Progress and what happens if you are not.

You have the responsibility . . .

- complete all application forms accurately and submit them on time to the right place.
- provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a

criminal offense that could result in indictment under the U.S. Criminal Code.

- return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application as requested.
- be responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- accept responsibility for all agreements that you sign.
- perform the work that is agreed upon in accepting a Federal Work-Study award.
- be aware of and comply with the deadlines for application or reapplication for aid.
- repay, according to the repayment provisions of the loan fund, all loans that you accept and use for educational expenses.
- be responsible for maintaining a minimum registration of 6 credit hours if you are a student employee or a student loan borrower. You must notify the Financial Aid Office if you drop below the full-time status.
- comply with the standards of Satisfactory Academic Progress for renewal of federal financial aid.

Satisfactory Academic Progress Standards

Federal regulations require that all student financial aid recipients must be degree or certificate seeking and must make Satisfactory Academic Progress toward achieving a certificate or degree within the required standards as set forth by the U.S. Department of Education. The standards apply to all terms regardless of whether or not the student received financial aid for that term.

The Satisfactory Academic Progress of each Southern State student is measured at the end of each term. The student SAP is measured by three components as listed below:

- 1. Qualitative** – Cumulative grade point average
 - a. A student with between 1 and 45 earned credit hours must maintain a cumulative grade point average of at least a 1.75.
 - b. A student who has earned equal to or greater than 46 credit hours must maintain a cumulative grade point average of at least a 2.0.
 - c. Note: Graduation in certain programs require a minimum of 2.0 or higher, see individual academic programs for the required grade point average requirements.

- 2. Pace** (formally known as progress) – completing a required percentage of credit. Each term, i.e. hours attempted versus hours earned.

a. Attempted Hours	Earned Hours
12 or more	8 complete w/passing grade
9 – 11 hours	6 complete w/ passing grade
6 – 8 hours	5 complete w/ passing grade
1 – 5	67% of hours attempted

NOTE: Satisfactory grades consist of A, B, C, D, and S. Unsatisfactory grades are F, W, WI, N, U, and Y or any other grade that does not result in credit hour completion.

3. Cumulative Maximum Time Frame – The maximum amount of credit hours attempted toward obtaining the student's degree. The student must complete all course requirements within 150% of the required number of credit hour for their particular degree program. For an example; a student is in a degree program that requires 100 credit hours to complete. The student may take up to 150 credit hours towards completion of that degree. This allows for a maximum of 15 credit hours of remedial credit hours and a few possible repeated courses to maintain the appropriate degree requirements.

Withdrawals (W and WI grades): A grade of "W" is given when a student has enrolled, stayed enrolled through the 100% of a drop period and officially withdrawals from a class. A grade of "WI" is given by an instructor who has a student who is not attending their class and has not officially withdrawn from that class, and has missed too much to continue in the class. Courses with the grade of "WI" still counts in the Maximum Time Frame evaluation.

Incomplete grades: Courses that are assigned an "I", or incomplete grade are included in the cumulative credit hours attempted, but not hours completed until the faculty turns in a grade of completion. Typically, the faculty will give the student a specified amount of time to complete the incomplete course. If the student fails to complete the course according to the agreed upon time, the grade will roll over into a failing grade and count as a non-completed course. The usual allotted extended time to complete is one consecutive term following the term with the incomplete grade.

Repeated Courses: Federal financial aid students may retake a course that has already been assigned a grade of A,B,C,D,F,W,N,U. Grades of W and WI may be repeated more than one time, but not more than two times. The repeating of courses do affect a student's financial aid Pace and Maximum Time Frame adversely because each course is counted towards the number of hours attempted and the student only receives an additional 50% more credit hours over the required credit hours. The original title and grade will remain on the student's permanent record, but only the quality points from the course with the highest grade will be computed into the grade point average.

Exception to Repeated Course limit: A student that needs to repeat a course or courses because a higher grade is REQUIRED to remain in their degree

program, may document this to the Financial Aid Office by completing the Satisfactory Academic Progress Appeal form as found on the SSCC web site, www.sccc.edu, listed under "Current Student", then "Financial Aid" and then "Forms". Required documentation will be listed on the appeal form.

Transfer credits: Transfer credit hours are reviewed by the College Admission's Office. Transfer hours count in both the attempted and completed hours in the evaluation towards the financial aid Satisfactory Academic Progress Policy. The Transfer credit hours grade point average does not affect the SSCC grade point average. The transfer hour applicability to the student's major will be determined at the time a student is evaluated for a possible Maximum Time Frame Appeal for Federal Financial Aid purposes. The applicability is also evaluated by the College Record's Office at the time of graduation evaluation.

Additional Degree: Students who are enrolled in a second degree program who may need additional credit hours of eligibility to meet the Maximum Time Frame policy, must appeal to the Director of Financial aid by completing the Maximum Time Frame Appeal form as found on the College's web site, www.sccc.edu, by selecting "Current Student", then "Financial Aid" and then "Forms". Documentation is required to accompany the MTF appeal as to why the student needs a second degree, i.e. can not find a job in the area of the first degree. The approval or denial is solely the decision of the Financial Aid Director and the decision is final.

Consortium Students: Students who are taking classes at more than one institution during the same quarter and who wants to have their financial aid based on the combined number of credit hours may obtain a form known as a Consortium Agreement from the DEGREE GRANTING institution. The Consortium allows the student to receive financial aid from the degree granting institution based on the combined credit hours being taken from both institutions. The degree granting or HOME school will process all financial aid, measure SAP, and all other federal requirements and the visiting institution or HOST school agrees to not disburse any financial aid to this student, but notify the HOME school of any withdrawals or academic progress issues. The HOST school will also send the grade transcript to the HOME school at the end of each grading period.

Bridge courses: If a student need additional credit hours because they are transferring to another university and the new university requires additional coursework that can be provided at Southern State, the student may complete a Maximum Time Frame Appeal with documentation from the accepting university,

listing the additional required courses they will accept from Southern State. The documentation from the accepting university must be on university letterhead. The MTF Appeal form can be found on the www.ssc.edu web site as listed above under the “Forms” section.

Clean Slate: is a process for a student who wishes to have certain terms expunged from their academic record. The rules surrounding this college policy can be found in the Registration area of the College’s Catalog. By expunging certain records from the student’s academic record does not automatically clean up a student’s Satisfactory Academic Progress. Student’s who do a Clean Slate with the Records Office may appeal their Satisfactory Academic Progress by completion the SAP Appeal form as found on the SSCC web site as explained above. Additional documentation may be required based on the reason for the appeal. Contact the Financial Aid Director for additional information concerning the Clean Slate process.

Consequences of not meeting the Satisfactory Academic Progress Policies and Regaining

Eligibility: Students who fail to meet any of the required three components of the SAP (GPA, PACE or Maximum Time Frame) when measured at the end of each payment period will suffer consequences as outlined below:

- a. If a student fails to meet the SAP Policy for one term, he/she will be placed on an Academic Warning Status as outline in the College’s Catalog. Students, who are placed on Academic Warning will be notified of their academic status and will be allowed to continue to receive federal financial aid for the next term of enrollment.
- b. Students who fail to meet the SAP Policy for the second consecutive term will be placed on a First Academic Probation status. While on First Academic Probation, the student is not eligible to receive any financial aid unless the student meets with a SSCC Academic Advisor and has the advisor create an Academic Plan that will ensure the student’s success in the time frame as determined by the Academic Advisor and submits the Academic Plan to the Financial Aid Director no later than the end of the first week of classes for the term that the student is seeking to appeal the First Academic Probation status.
- c. If the Academic Probation Appeal is accepted, the student may register, attend and receive financial aid during the quarter of First Academic Probation, now known as Provisionary Academic Probation. As long as the student continues to make Satisfactory Academic Progress according the financial aid policies and the approved Academic Plan, the student may continue to register, attend and receive financial aid as long as financial eligibility is determined.
- d. If the student fails to meet the Satisfactory Academic Progress standards and/or does not meet provisions of the Academic Plan, he/she will be placed on Second Academic Probation no longer eligible for federal financial aid.
- e. While on Second Academic Probation, the student must sit out for one calendar year, then meet with the Academic Advisor prior to returning to classes at Southern State. At that time the student must meet with the Academic Advisor and have a second Academic Plan created. The student will then meet with the Financial Aid Director to appeal the second Academic Probation status. The final decision is that of the Financial Aid Director and all decisions are final.
- f. Non-financial aid students may continue to register and attend courses during the Academic Warning, First Academic Probation and Second Academic Probation, however, if the student continues to not meet the Standards of Satisfactory Academic Progress, they will be dismissed from the College.

Regaining Eligibility: First Academic Probation and Second Academic Probation

As listed in the prior section, the regain eligibility for the student status of First Academic Probation and Second Academic Probation is explained above.

Regaining Eligibility: Maximum Time Frame

Federal regulations require a student to complete their degree program within 150% of the required number of credit hours for the student’s particular program, i.e. the student’s major requires 100 credit hours for completion; the federal financial aid will pay for up to 150 credit hours for program completion for that major.

There are times when a student has extenuating circumstances that will cause a student to not be able to complete their degree within the 150%, i.e. change of major, transfer hours. The Financial Aid Office will monitor the Pace in which the student is heading towards completion, when it appears that the student can not complete their program within the 150% time frame, the Financial Aid Office will notify the student of the Maximum Time Frame issue.

As with most federal financial aid regulations, the student may complete a Maximum Time Frame Appeal process giving proof of what situation caused the student to not be able to complete their program within the required time frame. Additional documentation may be required for evaluation. The College Registrar and Financial Aid Director will evaluate the circumstance and determine the coursework still needed to complete the student’s program. The student will be notified of the approval or denial along with a listing of remaining class required to complete their program.

At that point, the student may **ONLY** take the courses approved by the College Registrar. Additional courses taken may void the appeal and the financial aid may be revoked.



Pell Grant Recalculation Regulations

Southern State has a policy of disbursing aid after the official College Drop/Add Period. We refer to this as our census date. However, for Pell Grant purposes only, there are some regulations that require us to recalculate the Pell Grant after the census date.

Pell Regulations

The institution must receive the results of the FAFSA, known as the ISIR, with an official Expected Family Contribution Number, known as EFC, with a processed date prior to a student's last day of enrollment within an academic year.

An otherwise eligible student who does not have a high school diploma or GED may receive a Pell Grant after

he/she has completed at least six college credit hours. Remedial Credit hours do not count towards the completed college credit hours and no federal financial aid will pay for the six college credit hours.

Required Pell Recalculations after Census Date

In certain cases, the FAO may have to recalculate the student's Pell Grant after the initial calculation or disbursement, to account for changes to the student's costs, EFC, or enrollment status.

Change in the EFC (recalculation required)

If the student's EFC changes due to corrections, updating, or an adjustment, and the EFC change would change the amount of the Pell award, the Financial Aid Office must recalculate the Pell award for the entire award year. If, as a result of the recalculation, the student has received more than his or her award amount, then the student has received an overpayment. In some cases, the FAO may be able to adjust an award by reducing or canceling later payments to the student in the same award year. However, if the overpayment can't be eliminated, the student will have to return any overpayment of federal funds.

A student selected for verification can't increase his or her eligibility based on a corrected output document that is received during the "verification extension" (120 days after the student's last day of enrollment, not to extend beyond the deadline date established by a Federal Register notice). For example, if the student submits a reprocessed SAR during the extension period and the SAR has a lower EFC than the previous SAR (increasing the student's eligibility), the FAO may not recalculate the student's Pell Grant based on the later SAR. The student would be paid based on the higher EFC on the SAR that was submitted earlier. However, if the corrections reduce the student's eligibility (that is, if the reprocessed SAR had a higher EFC), then the award must be calculated based on the reprocessed SAR.

Change in enrollment status between terms (recalculation required)

In a term program that uses credit hours, the FAO must calculate a student's payment for each term based on the enrollment status for that term. If a student attended full-time for the first term and then enrolled half-time in the second term, the FAO must use the half-time enrollment status to calculate the student's payment for the second term.

Student doesn't begin attendance in all classes within a term (recalculation required)

If a student doesn't begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the FAO must recalculate the student's award based on the lower enrollment status. A student is

considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility. The College Records Office requires all instructors to submit class list by the end of the first and second weeks of each term. The class lists are marked by the faculty showing whether the student has begun attendance in each class and if there is a last date of attendance to that point. The FAO will then disburse financial aid funds for all courses that have been documented as attended during the first two weeks of each term.

Change in enrollment status within a term

Because Southern State disburses financial aid at the end of the drop/add period, otherwise known as our census date. We do not recalculate financial aid when there is an enrollment change during the term unless the change identified a situation that would otherwise make a student ineligible, such as finding out that a student did not attend a class during the drop/add period.

PELL Recipients Selected For Verification

- If a student is selected for verification and submits all documentation and the funds are disbursed during the term, the student's Pell Grant will be based on the census hours and the valid EFC.
- If the student, selected for verification, submits the verification documentation after the term has ended and is still enrolled, the amount of the Pell disbursement will be based on the valid EFC and the hours completed.
- If the student is no longer enrolled or ceases to be eligible, the student can submit verification documentation and receive a late disbursement (120 days after the last day of enrollment), however the amount of disbursement will be based on the highest EFC and the hours completed, regardless.

Return of Title IV Funds Policy

- I. There is no longer a concept of earned or unearned institutional charges, only earned and unearned aid.
- II. During the first 60% of the payment period (quarter), a student "earns" Title IV funds in direct proportion to the length of time during the period he or she remains enrolled. To determine how much aid was "earned," a "snapshot" approach is taken when the institution is aware that the student withdrew. A student who remains enrolled beyond the 60% point earns all aid for the period.
- III. Unearned Title IV funds, other than Federal College Work Study, must be returned back to the Federal Student Aid Programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned.
- IV. If earned aid exceeds disbursed aid, additional funds may be disbursed (Late Disbursement). Additional disbursements are precluded if the amount of earned aid is LESS than the total Title IV aid that was disbursed prior to the date of the institution's determination that the student withdrew.
- V. Enrollment percentage will be determined by the number of days in the quarter (including weekends) divided by the number of days enrolled (including weekends). However, scheduled breaks 5 days long would be excluded in the calculation.
- VI. The withdrawal date is:
 - First, the date the student began the institution's withdrawal process or officially notifies the College Records Office of their intent to withdraw: or
 - Second, the last known attendance at a documented academically-related activity (i.e. exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or
 - Third, the midpoint of the period for a student who leaves without notifying the institution.
- VII. The formula assumes that Title IV funds are directly disbursed to a student only after all institutional charges have been covered, and that Title IV funds are the first resource applied to institutional charges. "Institutional charges" comprise the amounts that had been assessed prior to the student's withdrawal, not a reduced amount that might result from an institution's refund policy.
- VIII. The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is the lesser of:
 - The total amount of unearned aid; or
 - Institutional charges multiplied by the percentage of aid that was unearned.
- IX. The student's share is the difference between the total unearned amount and the institution's share.
- X. The institution's share is allocated among the Title IV programs, in an order specified by statute before the student's share:
 - Unsubsidized Stafford Loan
 - Subsidized Stafford Loan
 - Federal Pell Grant
 - Federal Supplemental Educational Opportunity Grant
- XI. After the student's share is fully allocated among

the Title IV programs, the amount owed to a grant program is reduced by 50%.

- XII. The institution must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.
- XIII. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.
- XIV. The student will have 45 days after notification of the Return of Title IV funds, to set up a satisfactory repayment option with the institution for the student's share of unearned aid attributable to a grant (after the 50% reduction).
- XV. After 45 days have lapsed, the account will be turned over to the Department of Education for an overpayment of Title IV funds. Students who owe an overpayment of Title IV funds are **INELIGIBLE** for further disbursements through the Title IV federal financial aid programs.
- XVI. The student may rescind his or her withdrawal, if the student declares in writing his or her intent to complete the period of enrollment and continues attendance. However, if the student does then withdraw before completing the period, the withdrawal date is the later of:
 - The date the student first (originally) notified the institution; or
 - The last date of attendance at a documented "academically related activity."

Title IV Loan Code of Conduct

Southern State Community College participates in the William D. Ford Federal Direct Student Loan Program. The financial aid office will process loans at the students request if eligible through the federal financial aid programs.

The following Code of Conduct is followed:

- Southern State Community College does not have revenue-sharing arrangements with any lender. Advisory boards will not receive compensation from a lender.
- Employees in the financial aid office are prohibited from receiving gifts from lenders, guaranty agencies or loan servicers.
- The financial aid office does not contract with any lender and does not receive any staffing assistance from lenders.
- The financial aid office at Southern State Community College will process loans in a timely manner.
- Students will be advised to borrow loans through the federal student loans programs. Private loans will not be packaged or offered from any specific private lender.

Scholarships

Trustee Scholarships are funded by the Board of Trustees at Southern State Community College to encourage worthy students to pursue their academic careers at the College. A range of scholarships is available for both transfer students and those intending to pursue a degree leading to immediate employment. Most Trustee Scholarships require that the student enroll and complete a minimum of twelve (12) credit hours each term. Students are strongly advised to seek the help of an advisor before selecting a program scholarship rather than other scholarships for which they may be eligible.

Trustee Scholarships available include: Valedictorian/Salutatorian, Academic Excellence, Accounting, Agriculture, Business, Computer Science, Early Childhood Education, Engineering, Human and Social Services, Math/Science, Medical Assisting, Nursing, Performing Arts, Respiratory Care, and Visual Arts. The Trustee's Super Start Summer Scholarship is designed to assist students just beginning their college experience. This scholarship is available to all current year graduating seniors from our five county service area (Adams, Brown, Clinton, Fayette and Highland Counties), who have a final grade point average in high school of a 2.5 or above.

Foundation Scholarships are funded by the Southern State Foundation to encourage worthy students to pursue their academic careers at the College. A range of Foundation Scholarships is available to students who qualify.

The scholarship applications may be downloaded from the Southern State website, www.sccc.edu, by selecting "Current Student", and then "Financial Aid" and then selecting "Scholarships". Most of the Trustee and Foundation funded scholarships have an application deadline of March 15th.



Federal and State Financial Aid Assistance

PROGRAM	SOURCE OF FUNDING	ANNUAL LIMITS	MINIMUM CREDIT HRS. REQ.	REQUIRED APPLICATION	ADDITIONAL INFORMATION
FEDERAL PELL GRANT	Federal	Based on Federal funding	1	FAFSA* Student Information Sheet	Provides financial assistance based on federal calculation. Student receives Student Aid Report (SAR) which must be submitted to Financial Aid Office immediately.
FED. SUPPLEMNT. EDUC. OPP. GRANT	Federal	Based on Federal funding	1	FAFSA Student Information Sheet	Priority given to students awarded Pell Grants. Must have exceptional financial need as determined by the Financial Aid Office.
FEDERAL WORK STUDY	Federal	\$3150 annually	6	FAFSA Info Sheet/Work Study Application	Provides part-time employment on campus for minimum wage. Only for students with financial eligibility determined by the Financial Aid Office.
DIRECT FEDERAL SUBSIDIZED LOAN	Federal	\$5500 for 1st yr. stud. \$6500 for 2nd yr. stud.	6	FAFSA Student Information Sheet	Loan administered by U.S. Department of Education. Amount is determined by Financial Aid Office. Variable interest; repayment begins after leaving school. Pell Grant must be applied for before loan is processed.
DIRECT FEDERAL UN-SUBSIDIZED LOAN	Federal	Amounts based on remaining need up to max. \$4000	6	FAFSA Student Information Sheet Loan Addendum	Students may make monthly interest payments while enrolled in college.
FEDERAL PARENT LOAN (PLUS)	Federal	Up to total cost of educ. for academic year	6	FAFSA Student Information Sheet	Administered by U.S. Department of Education; certified and calculated by Financial Aid Office. Only for parents of dependent undergraduates.
NURSE EDUCATION ASSISTANCE LOAN	State	\$3000 annually	6	Loan Application	Apply through Nurse Education Assistance Office at the Board of Regents. Applications available in Nursing Department at Southern State in early spring.
OHIO NAT'L GUARD SCHOLAR. (ONGS)	State	100% of tuition and fees	6	Ohio National Guard Armory	Apply through local National Guard. Reserved for students enrolled at Ohio public colleges and universities.
OHIO WAR ORPHANS SCHOLAR. (OWOS)	State	General and Instructional Fees	12	Ohio War Orphans Board	For children of disabled or deceased war veterans. Full tuition coverage for students at public institutions. Apply through the War Orphans Board at the Ohio Board of Regents.

**Free Application for Federal Student Aid*

STUDENT SERVICES

and student life



Student Services

The Student Services Department of Southern State Community College is supportive of the philosophy and goals of the College. The College has organized a program of services and activities to assist each student in making full use of the curricular and co-curricular programs at Southern State.

The following functions are among those which are provided: information about admission requirements, advising and scheduling, grade reports, maintenance of student permanent records, proficiency examination information, counsel regarding graduation requirements, veterans' educational benefits, financial aid, requests for transcripts, and student athletics and activities.

Alcohol and Drug Policy

Students who drink or use illegal drugs on the College campus will experience far-reaching effects on their academic and personal lives. Students who abuse alcohol or drugs will suffer from impairment of their decision-making capacity, which in turn may result in unintended behavior and consequences may include:

- Missing classes
- Unintended sexual activity
- Injuries or death
- Violence and vandalism

Alcohol Policy

The laws of the State of Ohio forbid the sale or serving of alcoholic beverages to persons under 21 years of age. Persons 21 or older who have a valid Ohio driver's license may be served. The law also forbids misrepresenting one's age for the purpose of consuming or purchasing alcoholic beverages. It is the intention of this policy to promote attitudes toward alcohol use that are consistent with the goal of learning to take responsibility for one's life and learning to work in the community with others.

The following general policy statement is designed to (1) be consistent with the laws of Ohio; (2) stress moderation, safety and individual accountability for those who choose to drink; (3) work towards a college atmosphere that is free of coercion for those who choose to drink; (4) maintain a community where alcohol abuse and its effects are minimal; (5) provide information and education for all students and (6) provide confidential and effective guidance and counseling for those with special needs related to alcohol use and alcoholism.

This policy was developed by the Disciplinary Committee made up of representatives from the student body, faculty, institutional support staff, and

the administration. All members of the Southern State community are expected to be familiar with and abide by the principles and details of this statement.

The sale, acquisition, possession, transportation and consumption of alcoholic beverages are governed by various statutes of Ohio and regulations of the Alcoholic Beverages Control Commission. In general, some of the pertinent statutes and regulations provide that:

1. No person or group shall sell, deliver, purchase or otherwise procure alcoholic beverages for consumption by a person under 21 years of age. Violators are subject to arrest, criminal charges, fines and imprisonment.
2. No person shall use the driver's license or other identification of another or permit such identification to be used by another, or allow or deface any cards in order to procure alcoholic beverages. Violators are subject to arrest, criminal charges and fines.
3. No person shall operate a motor vehicle while under the influence of alcoholic beverages. Violators are subject to arrest, fines, mandatory court education programs, loss of license and/or imprisonment.
4. No person who is intoxicated shall be served an alcoholic beverage on licensed premises. Violators are subject to fine and possible disciplinary action from the local licensing authority.
5. No person under 21 years of age shall transport, purchase, sell, deliver, possess or receive or otherwise procure alcoholic beverages except in the course of employment. Violators are subject to arrest, criminal charges, fines and imprisonment.

In addition to state laws, local ordinances prohibit the possession of open containers of alcohol on county property (buildings, parks, etc.).

Weapons Possession Policy

Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto the premises of any Southern State Community College campus.



Bulletin Boards

Bulletin boards located on campus are for the use of Southern State Community College students and personnel. Posters or announcements promoting any activity, event, or business not directly related to the College must be approved at the Campus Office before posting.

Campus Offices

Each campus maintains a Student Services Office that can provide answers to most student questions and concerns. More specific concerns or problems will be forwarded to the appropriate office within the Student Services Department.

Campus Security

In compliance with the Crime Awareness and Campus Security Act of 1990, the College releases a yearly report on campus safety, prevention policies, educational programs, and crime statistics. This report may be obtained by calling 1-800-628-7722, or by writing to the Registrar's Office, Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133.

Career and Employment Services

The Career Services Office at Southern State Community College provides essential career direction, development, and job search services to currently enrolled students and alumni. Southern State will assist you in discovering a career and/or major to match your interests, abilities, values, and career wants.

From the beginning of your college career, through graduation and beyond, the Career Services Office is here to help you.

- New students are encouraged to explore the Career Services web pages to discover career decision-making and planning resources
- Students looking for employment may register for employment search assistance any time during their SSCC experience
- Register on Career Services Online - found at Career Services for Students and Alumni. This web-based system provides for posting of your resume and cover letter plus a complete resource library of job search videos, printable materials, and informational links
- Check out the Virtual Job Board on the main Career Services page where you will find current job listings and area job fairs
- The Career and Business News Headlines link, also found on the Career Services page provides videos, articles, and interviews about the latest job search techniques, career management and development tips, career trends, and business trends impacting today's careers.

- Graduating students should register with the Career Services Office three to four months prior to graduating in order to effectively utilize the Office's resources
- Including assistance with job coaching, tips for assessing and managing your current career, and dealing with job stress utilizing Hardiness Techniques' 3Cs.

The Career Discovery & Exploration Program provides:

- An individual plan regarding your career and major—if undecided about future career goals, you can use KUDER, LearningExpress Library, Holland Self Directed Search, Myers-Briggs Type Indicator, Career Choice Theory - Quality World, and/or the Ohio Career Information System (OCIS) to start you on your course
- Try out the Career Discover & Exploration Cycle (Career Services for Students and Alumni link) for a variety of online self help aids, including inventories, materials, videos, and employment data.
- Watch for special related activities and workshops on our website
- Assistance in planning your classes to satisfy course requirements for your program
- Assistance in resume writing
- Interviewing skills, individual coaching, and follow-up
- Job search strategies - Networking, Elevator Speech, Search Strategies
- Notice of jobs that become available in your field of study (available through Career Services Online)
- Pertinent information about trends in employment and guidelines of how to keep the job once you have it

Current job opportunities from area employers are posted on all four campuses and are also available on the SSCC webpage at: www.sccc.edu/career-services.



Disability Services

Southern State Community College is committed to assuring equality of both opportunity and participation for persons with disabilities. The Americans with Disabilities Act (ADA) defines disability as a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, working, or learning. It further defines a person with a disability as having a physical or mental impairment, a record of such impairment, and/or someone that is regarded as having such impairment.

In addition to visible disabilities, such as the need for wheelchairs or sign language, this definition includes invisible disabilities as well. Some of these are learning disabilities, psychological disorders, and chronic illnesses.

Persons requesting reasonable adjustments for disabilities must self-identify to be granted protection under Section 504 and the Americans with Disabilities Act. Any student with a disability may request modifications at any time. However, because all individual needs are determined on a case by case basis, it is suggested that notification and appointments be made with the coordinator of the Disabilities Services Office several months in advance. This will enable time to provide appropriate documentation and completion of necessary processes prior to beginning classes. Requests for accommodations must be received 45 days prior to the start of the term for which they are requested. This is to ensure that reasonable accommodations will be provided at the start of the term.

All information is held in confidence in compliance with SSCC policies. Contact the Disabilities Service Coordinator on Central Campus at (800) 628.7722 or (937) 393.3431 extension 2604.

Tutoring Services

Southern State Community College provides FREE TUTORING SERVICES for all current students. These services include open labs at all campuses as well as one-on-one tutoring and online services. The tutors are carefully screened and selected from a variety of educational backgrounds which include full-time and adjunct faculty, staff, students, and community members. Students are encouraged to take advantage of these services to guarantee academic success. Students who wish to help others are also encouraged to consider becoming a tutor.

The SSCC Tutoring Center offices are located in the back of the Central Campus LRC.

To find out more about requesting a tutor or about becoming a tutor, please contact a campus faculty secretary or the Tutoring Center at (800) 628-7722, ext. 2880 or 2881 or visit the tutoring department webpage at www.sccc.edu/current-students/tutoring.

Advising and Retention Services (ARS)

Advising and Retention Services (ARS) plays a vital role in the success of students at Southern State. The Advising and Retention Services Office is located on the Central campus, but holds office hours on North, South and Fayette campuses. The office's primary responsibilities are to provide academic advising to students and to provide services and implement initiatives that support student success and retention. The advisors in the office assist students in the following ways:

- selection of appropriate courses based upon their chosen academic program
- answer questions regarding academic programs and policies
- provide information regarding academic warning and probation
- assisting in the exploration and declaration of the various academic majors
- referring students to appropriate campus resources

The ARS Office also conducts a series of student success workshops. Workshop topics include:

- time management
- stress management
- study techniques

Additionally, the ARS Office is responsible for the coordination of the College's early warning system. The early warning system is designed to identify and assist students who are having difficulty in their classes as soon as possible.

Advisor Commitment to Students

- Establish and keep reasonable office hours
- Be knowledgeable of the different interests of both traditional and non-traditional students and be able to adapt their advising accordingly.
- Understand the mechanics of enrolling students for a quarter such as scheduling, drop/add of classes, withdrawals, and closed class situations.
- Understand all aspects of the college grading system and policies.
- Be familiar with the college's degree offerings to assist students in making their career choices.
- Properly refer students to other offices when necessary (Career Services, Disabilities Services, Financial Aid, etc.)
- Assist students with the creation of an individualized academic plan which leads to achievement of the students' academic goals.
- Help students redesign their academic plan if their goals change.

Student Commitments to Advisors

- Talk with your adviser on a quarterly basis
- Make an appointment for advising on a quarterly basis

- Arrive for your appointments promptly. If you find that it is impossible to keep your appointment, you should notify your adviser before the appointed time.
- Openly discuss academic and career related needs when they develop.
- Be prepared for your appointment and bring the appropriate materials.
- Seek assistance when making academic decisions when needed. Do not your advisor to make decisions for you.
- Follow through with appropriate action after advising session.
- Seek additional advice from other sources when appropriate.
- Evaluate advising sessions and give feedback to your adviser in order to strengthen the advising process.
- When seeking advice electronically or over the phone, allow the advisor a reasonable length of time to respond.

Child Care Centers (Patri-Tots Learning Centers)

Southern State operates two child learning facilities located at the Central and North Campuses. Licensed by the Ohio Department of Job and Family Services, the centers offer full-day and half-day childcare and pre-school programs five days a week.

The Centers are available to students, faculty, and staff, and community members serving children 18 months to 12 years of age. Developmentally appropriate activities within a preschool setting are provided by qualified teachers who have aligned their curriculum with the Ohio Early Learning Standards.

College Bookstores

The College provides bookstores for the convenience of students and faculty. Textbooks and supplies may be purchased at campus bookstores located on each campus.

Counseling Services

Special workshops and speakers are offered throughout the academic year on a variety of topics of interest to students, faculty, and the community. For career counseling and assessment counseling, please contact the Career Services Office.



Dissemination of Consumer Information

All schools that participate in the Title IV programs must designate an employee or group of employees who are available to assist in obtaining information concerning policies of the College. At Southern State Community College, any Student Services Office at any campus location will be designated to provide such information.

Distribution of Literature

No literature, including newspapers, books, pamphlets, flyers, posters, banners and other such publications may be distributed or posted on-campus without prior approval from the Vice President of Student Affairs and Enrollment Management.

Drug Policy

The College upholds the federal and state laws prohibiting the use, possession, sale, or offering for sale of controlled substances, including but not limited to marijuana, and will not interfere with the legal prosecution of any members of the community who violate such laws. Law enforcement officers, when armed with the proper documents, have a legal right to search any and all buildings on the campus without prior notice.

Guidelines for Implementation of the Alcohol and Drug Policy

The Southern State Community College policy on alcohol and alcohol related behavior stresses the concept of individual responsibility.

The purpose of these implementation guidelines is to summarize and clarify some institutional strategies to help students assume their responsibilities under the law.

Each individual should be aware of the state and local laws and is responsible for their own decisions and actions and for any consequences of them. The legal requirements, as well as the College alcohol and drug policy, will be communicated to students in the following ways:

1. In writing, in the College policy manual and posted in the student center.
2. Verbally, during orientation.

The following types of concerns would warrant intervention by staff or the Vice President of Student Affairs and Enrollment Management:

1. Individuals demonstrating problem drinking patterns (this includes problems leading to or resulting from the irresponsible use of alcohol).
2. Individuals making irresponsible choices and decisions that could endanger themselves and

- others due to the influence of drugs or alcohol.
3. Individuals whose alcohol and/or drug related behavior infringes on the rights of others.
 4. Individuals possessing or using drugs.

Interventions may be made in either or both of the following directions:

1. Accountability
 - a. The implications of the individual's or organization's behavior will be discussed with them by the Vice President of Student Affairs and Enrollment Management.
 - b. If the situation persists, the individual or organization may be referred to the Disciplinary Committee and/or the Vice President of Student Affairs and Enrollment Management.
 - c. Serious problems can be referred immediately to the Disciplinary Committee.
 - d. The Vice President of Student Affairs and Enrollment Management retains the general authority in dealing with students.
2. Help/Support
 - a. The individual may be referred to counseling services.
 - b. The individual may be referred to support groups such as AA, Al-Anon, etc.
 - c. The individual may be referred to any other appropriate resource in the community.

An educational program will be developed, implemented, and coordinated by the Student Services Office.

Educational Opportunity Center

The Educational Opportunity Center (EOC) is a comprehensive counseling and referral program providing FREE academic, vocational, career and financial aid information to eligible individuals in the 29 counties of the Ohio Appalachia Region.

The EOC offers personal help from outreach coordinators to assist students with matching your interests to education. Target populations for EOC services are persons who are from low family income backgrounds and/or first generation college students.

The EOC services include public information campaigns that inform target populations about opportunities for post-secondary education and training, academic advice and assistance in course selection, assistance in completing college admission and financial aid applications, assistance in preparing for college entrance examinations, guidance on school reentry for secondary school dropouts, personal counseling, career workshops and mentoring programs involving secondary school teachers, college faculty and students.

EOC is a service to help students get the education needed to compete for jobs today and tomorrow.

New Student Orientation

First time entering freshman are encouraged to attend orientation. During orientation, a placement assessment will be conducted along with a review of college services, advising, and registration. Advising will be available on a first-come, first serve basis.

Parking

Lighted parking lots are on each campus. The College reserves the right to have any vehicle that is illegally parked towed away by a professional wrecker service at the expense of the owner.

Sexual Harassment/Discrimination

It is the policy of Southern State Community College to provide employees and students with an environment free from sexual harassment. Sexual harassment is a violation of both state and Federal law, and the College will not tolerate any employee or student, male or female, sexually harassing another individual, whether employee or student, in any way.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, by either a male or female toward either a male or female or group, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
2. Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive working/learning environment.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others and that, therefore, interferes with the individual's work/learning effectiveness. Sexual harassment may take different forms, which may include but are not limited to:

Verbal: Comments of a sexual nature, including innuendoes, suggestive comments, jokes, propositions, threats and degrading or discriminating/stereotypical words; comments directed primarily at one sex,

Nonverbal: Sexually suggestive objects or pictures, graphics commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures,

Physical: Unwanted physical contact, including touching, pinching, brushing the body, pushing.

Sexual harassment is insulting and demeaning to the recipient, and will not be tolerated at Southern State Community College. All employees—administrators, faculty, staff—are responsible for maintaining an environment that is free from sexual harassment. Students, as well, are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Employees or students who violate this policy will be subject to appropriate disciplinary action up to and including termination or expulsion.

Any employee who believes that he/she has been sexually harassed by a supervisor or coworkers, or by anyone else associated with the College, or who believes that another employee is being subjected to sexual harassment, should report the matter immediately to the Title IX Coordinator so that appropriate corrective action may be taken. An employee who, because of his/her specific circumstances, does not feel free to report to the Title IX Coordinator may report the situation instead to the President.

Any student who believes that he/she has been the subject of sexual harassment or who believes that another student is being sexually harassed, should report the situation immediately to the Title IX Coordinator so that appropriate corrective action can be taken. A student who, because of his/her specific circumstances, does not feel free to report to the Title IX Coordinator may report the situation instead to an alternate staff member designated by the President, or to the President.

Following a complaint of sexual harassment, an investigation will be undertaken by the college. The College will, to the extent possible, maintain the confidentiality of all complaints on a need-to-know basis. However, an adequate investigation of such complaints generally will require disclosure to the accused party and other witnesses in order to gather pertinent facts.

No retaliatory measure will be taken against any student or any employee who complains of sexual harassment. Likewise, no retaliatory actions will be taken against any individual who assists or cooperates with the College in the investigation of sexual harassment complaints.

Any employee or student who has reported a violation but does not feel that appropriate corrective action has been taken, should set forth in writing: (1) a description of the incident or incidents of sexual harassment; (2) the response, if any, taken by the Title IX Coordinator, President, or alternate staff member designated by the President, and (3) the response the employee or student believes would be appropriate. She/He should forward the information to the Title IX Coordinator for a hearing by a Sexual Harassment Panel appointed by the President.

For further information, contact the Title IX Coordinator/Vice President of Academic Affairs.

Smoking

There will be no smoking in any campus building, or within 20 feet of an outside entrance to a building.

Solicitation and Sales

No individual may solicit donations or sell on-campus for personal gain. Use of campus property for the collecting of donations or sales is restricted to recognized student organizations, the College or its departments. Approval for all such sales is to be received from the Student Services Office on the appropriate campus.

State of Ohio Law on Hazing

No student or person in attendance at a public, private, parochial or military school, college, or other educational institution shall conspire to or engage in hazing or committing an act that injures, frightens, degrades, or tends to injure, frighten, degrade or disgrace a fellow student or person attending such institution. There are strict fines and/or sentences levied by the State of Ohio for violation of said act.

Student ID Cards

All new students will receive a student ID card during orientation or during the first week of the quarter. Student ID cards can be picked up in the Learning Resource Center during the first week of the quarter. Replacement cards can also be obtained through the LRC for a fee.

Student Rights and Responsibilities

The welfare of the student is the primary interest and concern of Southern State Community College. The College endeavors to provide all students a college environment that is conducive to academic pursuit, social growth, and individual self-discipline. That students are both citizens and members of the academic community is recognized. As individual citizens, students have the same freedoms and rights guaranteed constitutionally for all members of our society. As members of the academic community, students hold rights of participation in the learning process of the institution while realizing responsibilities for conduct in accordance with the law, regulations of the College, observable social mores, and the rights of other citizens.

Any violation of the rights and responsibilities addressed above should be reported to the Vice President of Student Affairs and Enrollment Management. The following procedures will be followed in such cases.

1. The student must make a reasonable attempt to address the violation to the party in which they perceive comprised their student right. In cases

involving a faculty member, the student should first speak directly with the faculty member.

2. If the student does not receive satisfaction, he/she can provide a written account of the student right infraction to the Vice President of Student Affairs and Enrollment Management. At this juncture, the college administrator will offer a resolution or refer the issue to a committee to review such issues.
3. Committee ruling will be final.

In situations involving strictly academic issues, refer to Student's Right to Appeal in the Academic Regulation section of this catalog.

Visitors on Campus

As a community college, Southern State welcomes persons within the community to visit our campuses and take advantage of the opportunities and services that are available to them. The College has the authority to regulate the use of grounds, buildings, equipment, and facilities and the conduct of students, staff, faculty, and visitors to the campus so that law and order are maintained and the College may pursue its educational objectives and programs in an orderly manner. All visitors may be required to secure a visitor's pass according to Section 3345.21 of the Ohio Revised Code.

Children on Campus

Southern State Community College encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future; educational, cultural, or sporting events and camps; and authorized use of facilities such as the Patriot Center.

Southern State Community College grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, the College cannot routinely accommodate unsupervised children in campus workplaces, classrooms, or any other venue or circumstance on campus.

For an explanation of the complete policy, please visit Southern State Community College's website at www.sccc.edu/current-students.



Weather and Emergency Policy

The following is the plan for closing campuses during inclement weather:

- If one campus is closed all day, all campuses will be closed.
- If one campus has a delayed opening, all campuses will have a delayed opening.
CLARIFICATION OF DELAY - Example: If classes are on a 2-hour delay, your 8 a.m. class is cancelled; report to classes scheduled at 10 a.m. and thereafter.
- Delays may later be changed to closings. Therefore, check for updates of initial announcement before leaving home.
- If, after the start of classes, the weather becomes inclement during the day and the health and safety of the students and staff will be affected, the Vice President of Business and Finance of the College and the campus directors have the authority to dismiss classes for the rest of the day on his/her campus only. The Vice President of Business and Finance or director will immediately notify all other campus locations and all radio stations in the service area so that students who take classes on more than one campus have the correct information. It often takes some time between the telephone calls to the radio/TV stations and the time a student may hear or see it on radio/TV. Tune to alternative stations or call the campuses for a recorded message.
- Faculty may, at their discretion, schedule a makeup class(es) or add extra assignments so that the course requirements will not be affected by the cancellation of the class(es).

Policy/Practice for Exams Cancelled Due to Inclement Weather

When final exams are cancelled due to inclement weather, the instructor will notify student of a rescheduled exam date.

Students and campus personnel may listen to the identified radio and TV stations (listed below). Students are advised to listen to or watch more than one station since the announcement is at the discretion of the station.

Students may also call the College. A message will be placed on the recorder, giving details on delays and closings, as soon as a decision has been made. This information is also available on our website at www.sccc.edu.

Toll-Free 800-628-7722
 Central Campus . . 937-393-3431
 Fayette Campus . . 740-333-5115
 North Campus . . 937-382-6645
 South Campus . . . 937-695-0307

NOTE: In the event there is any doubt whether the College is open or closed, and the weather is

inclement in a particular location, individuals should use good judgement to ensure their health and safety.

List of Radio and TV Stations

WKFI (1090 AM) - Wilmington
WSRW (1590 AM or 106.7 FM) - Hillsboro
WCHO (1250 AM/105.5 FM) - Washington CH
WVNU (97.5 FM) - Greenfield
WLW (700 AM) - Cincinnati
C103 (103.1 FM) - West Union

Cincinnati TV

WCPO (Channel 9)
WKRC (Channel 12)
WLWT (Channel 5)
WXIX (Channel 19)

Dayton TV

WDTN (Channel 2)
WHIO (Channel 7)
WKEF (Channel 22)

Columbus TV

WSYX (Channel 6)
WBNS (Channel 10)



Student Life

Athletics

Currently, the College offers the following sports:

- Men's Baseball (Club)
- Men's Basketball
- Men's Soccer
- Women's Basketball
- Women's Softball
- Women's Volleyball

Students intending to participate in an intercollegiate athletic program must meet the eligibility requirements established by the United States Collegiate Athletic Association (USCAA) and the Ohio Collegiate Athletic Conference (OCAC).

Southern State is a member of the USCAA and the OCAC. This allows the College to compete for State and Regional Championships in each sport offered by the College. Tryouts are held for all sports on a season by season basis. All interested students are urged to participate. For more information, call the Athletic Department.

Annually, the Athletic Department publishes an "Equity in Athletics" report which is available in the Athletic Office at Central Campus.

Departmental Clubs and Activities

Students within various academic departments of the College often sponsor activities and clubs based upon their fields of study. Currently, the College has the following clubs:

- American Medical Assisting
- Phi Theta Kappa Honor Society
- R.E.A.C.H.
- Respiratory Care Student Organization
- Student Nurses Association
- Students in Action
- Student Government Association

Recreation

Areas are provided on each Southern State campus for recreation and leisure activities. Each campus has outdoor recreational areas where students may exercise or relax. The student center on each campus has food services, game tables, music, and a television area for students to use.

Student Activities

Extracurricular activities for students are developed and organized by the Student Activities staff. A varied schedule of activities is sponsored at the College each quarter throughout the year.



Starting a New Club or Organization

The President's Advisory Committee authorizes the chartering of all new student organizations after each group has submitted a constitution, the names of officers, an Advisor from among the college personnel and a completed Recognition Request Form, available from the Student Services Office.

The following guidelines apply to all SSCC student organizations, clubs and activities:

1. Campus organizations must be open to all students without regard to race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, disability, sexual orientation, and/or gender identity.
2. Campus organizations must secure a faculty or staff advisor.
3. Campus organizations must be open to student body members from all campuses of Southern State Community College.
4. Officers in all campus organizations must be current students of Southern State; however, membership in the organizations may be open to non-students.
5. Campus organizations must maintain all organizational funds in a college agency account under the organization's name.

STUDENT

code of conduct



Student Code of Conduct

Philosophical Statement

Central to the mission of Southern State is a commitment to education that promotes academic excellence, personal and professional growth, free and unbiased thought and expression, tolerance, a strong sense of social responsibility, civility, and a lasting, life-long appreciation of learning. Students attending Southern State are expected to conduct themselves in a manner that supports the academic atmosphere of the College, that respects the rights of other students and employees of the College, and that follows the policies and procedures of the College as outlined in this College Catalog.

Definition of Terms

Alleged: an event that is said to have taken place but which has not yet been verified

Breach of Peace: failure to maintain peace in a situation

Charged: a complaint has been filed against an individual and an investigation will follow

Civility: politeness or courtesy extended to members of the College community

College Community: includes all faculty, staff, administration and students who are fully affiliated with the College

College Official: any individual employed by the College, performing assigned administrative or professional responsibilities

Complainant: an individual who makes a complaint or files a formal charge

Disciplinary Proceedings: the process in which the College is involved during the investigation or hearing of a violation of the Student Code of Conduct

Disposition: a final settlement between all parties and the Vice President of Student Affairs and Enrollment Management

Due Process: ensuring that procedures are fair to the accused student

Hazing: an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property

Hearing: a session in which evidence from both parties is investigated or testimony is taken from witnesses

Judicial Authority or Body: any individual(s) authorized by the Vice President of Student Affairs and Enrollment Management to determine whether a student has violated the Student Code of Conduct and to recommend appropriate sanctions

Policy: written regulations of the College as found in, but not limited to the SSCC Catalog

Sanctions: the penalties for not complying with the

regulations set forth in the Student Code of Conduct

Student: includes all individuals currently enrolled in credit and noncredit classes at the College who do not have a break of one or more quarters

Student Code of Conduct: the College's expectations for students' behavior and the procedures when students have failed to follow these expectations

Working days: days when the College is open for normal business operations

Authority

Authority rests with the Division of Student Services. The Vice President of Student Affairs and Enrollment Management is responsible for the administration and operation of this Student Code of Conduct.

1. Jurisdiction of the College and discipline extends to conduct which occurs on College premises, or which adversely affects the College community and/or the pursuit of its objectives. A student or organization will be subject to this Student Code of Conduct for any action found in violation of this Code which occurs on College property, at College-sponsored events, or off campus if the action adversely affects the College community and/or the pursuits of College objectives.
2. Operation of the Judicial System
 - A. The Vice President of Student Affairs and Enrollment Management shall develop policies for the administration of judicial program and procedural rules for the conduct of hearings that are consistent with the provisions of the Student Code of Conduct.
 - B. The Vice President of Student Affairs and Enrollment Management shall determine the type and composition of the Student Disciplinary Committee and shall designate the chairperson of the Student Disciplinary Committee.
 - C. The Vice President of Student Affairs and Enrollment Management shall notify the student or organization of the sanction that is imposed.
3. Violation of Law and College Discipline
 - A. If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken where there is a preponderance of the evidence and sanctions imposed for misconduct which impacts the College community.
 - B. College disciplinary proceedings may be instituted against a student charged with

violation of a law which is also a violation of this Student Code of Conduct if both violations result from the same factual situation, without regard to pending civil litigation or criminal arrest and prosecution. The College will determine whether disciplinary proceedings under this Student Code of Conduct will be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

- C. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Disciplinary Committee under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally.

Conduct - Rules and Regulations

The welfare of the student is the primary interest and concern of Southern State Community College. The College endeavors to provide all students a college environment that is conducive to academic pursuit, social growth, and individual self-discipline. That students are both citizens and members of the academic community is recognized. As individual citizens, students have the same freedoms and rights guaranteed constitutionally for all members of our society. As members of the academic community, students hold rights of participation in the learning process of the institution while realizing responsibilities for conduct in accordance with the law, regulations of the College, observable social mores, and the rights of other citizens.

Students who do not meet these expectations on College premises or at any College sponsored activity held on or off-campus, may be subject to disciplinary action. Any student alleged to have committed the following misconduct is subject to the disciplinary sanctions outlined in the section dealing with Disciplinary Sanctions. Misconduct includes but is not limited to the following:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any College official, faculty member or office personnel.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - c. Tampering with the election of any recognized student organization.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. 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.
5. Hazing for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with direction of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
9. Use, possession or distribution of alcoholic beverages on campus.
10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
11. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at College sponsored or supervised functions.
12. 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 the College.
13. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.

- d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send threatening messages or to view pornography.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
14. Violation of federal, state or local law on College premises or at College sponsored or supervised activities
 15. Violation of published College policies, rules or regulations.

Institutional Procedures for Handling Student Misconduct

The College expects that all students will act as responsible adults, however, action may be taken against a student when his or her conduct interferes with the mission of the institution and its additional responsibility to provide a safe environment for others. The Student Code of Conduct contains regulations for dealing with the alleged student violations of the code of conduct in a manner consistent with the requirements of due process.

1. Any member of the College community has authority to call for immediate emergency assistance (police, fire, life squad, etc.) as deemed appropriate.
2. Any member of the College community may file charges against any student for misconduct.
3. Charges shall be prepared in writing (complaint forms are available on each campus in the Director's Office) and directed to the Vice President of Student Affairs and Enrollment Management or designee or in the Student Services office at Central Campus.
4. Charges should be filed as soon as possible after the alleged event takes place so as not to cause an unnecessary delay in the judicial process. Except in situations deemed by the Vice President of Student Affairs and Enrollment Management or designee to warrant an extension, no complaint shall be accepted beyond fifteen (15) working days following the date of the alleged violation.
5. The Vice President of Student Affairs and Enrollment Management or designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President of Student Affairs and Enrollment Management. Such disposition shall be final and there shall be no subsequent disciplinary proceedings. If the charges cannot be disposed of by mutual consent, the student is entitled to due process and a hearing before the Student Disciplinary Committee. The Vice President of Student Affairs and Enrollment Management may later serve in the same matter as a member of the Student Disciplinary Committee.
6. The Vice President of Student Affairs and Enrollment Management shall present all charges in written form to the accused student. A time shall be set for a hearing, neither less than five (5) working days nor more than fifteen (15) working days after the student/students have been notified. Maximum time limits for scheduling of hearings may be extended by mutual written consent of the Vice President of Student Affairs and Enrollment Management and the student.
7. Hearings shall be conducted by a Student Disciplinary Committee according to the following guidelines:
 - a. Hearings shall be conducted in private and proceedings should not be discussed with individuals outside the committee.
 - b. In hearings involving more than one accused student, the chairperson of the Student Disciplinary Committee, at his or her discretion and with written consent of students, may hold hearings jointly. The chairperson of the Student Disciplinary Committee may permit the hearings concerning each student to be conducted separately.
 - c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore advisors are not permitted to speak or to participate directly in any hearing before a Student Disciplinary Committee. At the discretion and direction of the Committee chair, an advisor may be allowed to ask specific questions or make clarifying statements to promote overall fairness.
 - d. The complainant, the accused and the Committee shall have the privilege of presenting witnesses, subject to questions from the other participants (complainant, accused, or committee).
 - e. The Committee at the discretion of the chairperson may accept pertinent records, exhibits, and written statements for consideration.

- f. All procedural questions are subject to the final decision of the chairperson of the Committee.
- g. After the hearing, the Committee shall determine by majority vote in a closed session, whether the student has violated the section of the Student Code of Conduct for which the student is charged with violating.
- h. There shall be a single verbatim record, such as a tape recording of all hearings before the Student Disciplinary Committee. The record shall be the property of the College. Accused students may, at their expense, request a copy of the record for purposes of appeal.

Student Disciplinary Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. Loss of Privileges – Denial of specified privileges for a designated period of time. In addition to a warning or probation period there may be a loss of privileges which would include, but not be limited to, the following:
 - a. Denial of the right to park or operate motor vehicle on campus.
 - b. Denial of eligibility, for a specified period of time, for election to a student office or opportunity to represent the College.
 - c. Denial, for a specified period of time, of the privilege of participating in athletics or other student activities.
4. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Service – Work assignments which offer service to College-oriented projects (such assignments must have prior approval of the Vice President of Student Affairs and Enrollment Management).
6. Educational – Assignments, which are designed to educate a student, related to the effect of their behavior on the College environment. Examples of such assignments might be attending a specific workshop, writing a research paper on a specific topic, awareness or sensitivity training, recommendation to seek personal counseling at the College Counseling Center or other designated individual/agency.
7. College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Suspension may range from one quarter to three years.
8. College Expulsion – Permanent separation of the student from the College.

More than one of the sanctions listed above may be imposed for any single violation.

In each case in which the committee determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Vice President of Student Affairs and Enrollment Management or designee. The Vice President of Student Affairs and Enrollment Management or designee in determining and imposing sanctions shall consider the recommendation of all members of the committee. The Vice President of Student Affairs and Enrollment Management or designee is not limited to sanctions recommended by members of the committee. Following the hearing, the committee and Vice President of Student Affairs and Enrollment Management or designee shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

Interim Suspension

In certain circumstances, the Vice President of Student Affairs and Enrollment Management or designee may impose a College suspension prior to the hearing before the Committee.

1. Interim suspension may be imposed by the Vice President of Student Affairs and Enrollment Management or the President, in consultation with other appropriate professionals, only:
 - a. to ensure the safety and well-being of members of the College community or preservation of College property;
 - b. to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the College official may determine to be appropriate.

3. At the time of notification of an interim suspension, the student will receive written notification of the alleged violation(s) and pending disciplinary hearing. A hearing will be held within five (5) working days and will follow procedures as stated in the Institutional Procedures for Handling Misconduct section of this policy.
4. A hearing will be held by the Vice President of Student Affairs and Enrollment Management or designee within five (5) College working days of the interim suspension to determine if the suspension should continue until a hearing is held on the charge of misconduct.

Appeals

A decision reached by the Committee or a sanction imposed by the Vice President of Student Affairs and Enrollment Management or designee may be appealed by accused students or complainants to the President within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the President and copy to the Vice President of Student Affairs and Enrollment Management or designee.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct that the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.

In cases involving appeals by students' accused of violating the Student Code of Conduct, review of the sanction by the President may not result in more severe

sanctions for the accused student. Instead, following the appeal, the President may, upon review of the case, affirm or reduce, but not increase, the sanctions imposed by the Vice President of Student Affairs and Enrollment Management or designee. The decision of the President shall be final and binding.

Disciplinary Records

With the exception of the College suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be removed from the student's disciplinary record seven (7) years from the year in which the offense occurred.



ACADEMIC

regulations



Academic Regulations

Academic Advisors

All full-time and/or degree-seeking students should see an academic advisor in his/her anticipated career area. Students are responsible for making an appointment with an advisor to review program development and other matters such as transfer possibilities. Students undecided about their majors are advised by personnel in the Student Services Department.

The faculty advisor is the key person in the registration process. When a quarter class schedule is published, students are to schedule a meeting with their faculty advisor. Faculty advisors should approve course selection for each academic quarter for all full-time and/or degree-seeking students.

Academic Honors

- **President's List:** Students carrying a minimum of 12 quarter hours of credit courses and attaining a grade point average of 4.0 for a quarter's work and whose record for that quarter shows no grade of "F", "I", "N", "U", or "Y", will be recognized for superior academic achievement by having their names posted on the President's List.
- **Dean's List:** Students carrying a minimum of 12 quarter hours of credit courses and attaining a grade point average of 3.50 through 3.99 for a quarter's work and whose record for that quarter shows no grade of "F", "I", "N", "U", or "Y", will be recognized for superior academic achievement by having their names posted on the Dean's List.
- **Graduation Honors:** To be eligible for graduation honors, a student must have completed all requirements for the degree with a minimum of 30 quarter hours of credit at SSCC. Those with a grade point average of 3.90 or higher will be graduated Summa Cum Laude; with a grade point average between 3.75 and 3.89, Magna Cum Laude; with a grade point average between 3.50 and 3.74, Cum Laude.

Alternative Credit

Several options are available for receiving credit for work previously completed or for general knowledge and experience. For additional information on any of the following programs, contact the Records Office at Southern State.



Advanced Placement (AP)

Students may be awarded credit for the Advanced Placement (AP) program of the College Board if a score of three or higher is achieved on the examination provided by the AP program. Scores must be sent directly from the College Board to the Records Office at Southern State. Additional information about the AP program is available from high school guidance offices, the Records Office at Southern State, or by contacting the College Board, Princeton, NJ.

Advanced Standing High School

Southern State Community College will acknowledge successful completion of approved programs at area high schools by awarding college credit through the College's advanced standing program. Southern State faculty and staff will identify and determine courses or combination of courses through a formal articulation agreement with the area high school in which the objectives are equivalent to those at Southern State. Such advanced standing will count toward an appropriate degree at Southern State. An application for advanced standing is available in the area high school or the Student Services Office at Southern State.

College Level Examination Program (CLEP)

Students may be awarded credit for the College Level Examination Program (CLEP) sponsored by the College Board. Students must achieve scores as recommended by the commission on Educational Credit and Credentials of the American Council on Education to be given credit for appropriate courses. Additional information about the CLEP program is available from the Records Office at Southern State or by contacting the College Board, Princeton, NJ.

DANTES

The DSST (DANTES Subject Standardized Tests) Program is a nationally recognized testing program that gives you the opportunity to receive college credit for learning acquired outside the traditional college classroom. Southern State accepts the American Council on Education (ACE) recommendations for the minimum score required and the amount of credit awarded.

Life Experience Credit Program

The Life Learning Experience program provides an opportunity for Southern State Community College students to gain college credit for prior experience, training, or public involvement. A student who qualifies may earn up to one academic year of credit (45 credit

hours) through the program. With the approval of the Vice President of Academic Affairs, these credits may be used in qualifying for an Associate degree. Please note that students who earn credits through the program and who later wish to transfer those credits to another institution should be aware that the receiving institution determines whether any or all credits earned through the program shall be counted in the transfer of credits.

Any person wishing to participate in the program must be enrolled and must have already completed **at least nine (9) credit hours** at Southern State. In addition, the applicant must be able to demonstrate that he or she has accomplished a minimum of five (5) years experience, training or public involvement directly related to the course or courses he or she wishes to substitute. Moreover, students must complete the required minimum of 30 hours of classroom instruction to earn a degree from Southern State Community College.

A person who wishes to participate in the program must write a letter to the Vice President of Academic Affairs stating his/her desire to participate, the reasons why he/she believes he/she qualifies, and the courses for which he/she wishes to receive credit.

The Vice President of Academic Affairs will then advise the applicant of his/her opportunity to participate, or of the denial of participation. If granted the opportunity the applicant will be advised of the procedure to follow in presenting prior experience, training, or public involvement.

There is a non-refundable application fee of \$10.00 due at the time the applicant is notified he/she has been granted the opportunity to participate in the program.

There is a fee of \$15.00 per course credit hour for credits earned through the program. This fee must be paid before the Records Office will add the credit to the successful participant's permanent record.

Military Credit

Credit may be awarded for some courses/training provided by the armed forces. The Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, is used to determine what credit may be granted. Transcripts and documentation of courses completed must be submitted to the Records Office.

Proficiency Examination

Under certain circumstances, a proficiency examination can be arranged through consultation with a faculty advisor. This procedure provides the opportunity for the student to enroll in other courses of choice while fulfilling basic requirements without adding to the total course load. The fee for the administration of a proficiency examination with subsequent "EM"

notation of successful completion on the student's record is \$15.00 per quarter credit hour. For more information, see the faculty advisor or Records Office.

The College also recognizes official documentation of completion of the Regents College Proficiency Examination program for Fundamentals of Nursing (403) and Maternal-Child Nursing, Associate Level (453). Students must achieve at least a minimum standard score of 45 on each test. For further information, contact the Nursing Department.

Tech Prep

Southern State Community College will acknowledge successful completion of approved Tech Prep programs at area high schools by awarding college credit through the College's Tech Prep program. Credit received through the Tech Prep program will count toward an appropriate degree at Southern State. An application for Tech Prep credit is available in the area high school or the Student Services Office at Southern State.

Training Programs

Some courses offered by business and professional organizations are considered the equivalent of college courses and students may receive transfer credit by submitting transcripts or certificates of completion from the training program to the Records Office. The National Guide to Educational Credit for Training Programs, published by the American Council on Education, is used to determine what, if any, credit can be granted.

Credit may also be awarded to students that have successfully passed standardized testing/training for programs such as the CDA credential for the Early Childhood program, Ohio Peace Officers Certificate for the Law Enforcement program, and Corrections Basic Training program for the Corrections program. Documentation of completion must be submitted to the Records Office.



Transfer Credit

Students previously attending an accredited institution recognized by the Council for Higher Education Accreditation may transfer courses as follows:

- Courses taken prior to Autumn 2005 with a grade of “C minus” or above.
- Courses taken Autumn 2005 or later with a grade of “D” or above.

A student wishing to transfer from another accredited college or university must be in good standing from the last college of attendance. To recognize fully the successfully completed A.A. degree and the A.S. degree, students who have an earned A.A. degree or A.S. degree from an Ohio public college, with an overall GPA of 2.0 or better, will receive transfer credit for all college level courses which they have passed. Students requesting transfer credit must have an *official transcript* from each of the previous colleges attended sent to the Records Office.

Auditing Classes

Students may audit classes with the permission of the instructor. Tuition and fees for classes audited will be the same as for those taken for credit. Courses audited will not be counted in computing the maximum number of hours for which a student is allowed to register. No credit will be given for courses audited. Students are expected to follow the same attendance regulations for audit classes as for credit classes. Student may take the examinations, but are not required to do so. Audited classes are recorded with a “T”.

All students must make the decision to audit at the time of registration. The Records Office will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed (see policy as stated in this catalog under refund fees or dates listed in quarterly schedule).

Clean Slate

A student may petition to have all or a portion of their previous academic record expunged. This request will expunge ALL courses taken during the time period requested. A Clean Slate may be requested only for courses taken during a time span and may not be used to selectively remove courses from the academic record. This request will not remove any financial obligations that may be due the College.

If the student is or has been a recipient of any form of financial aid, he/she must discuss the ramifications of this request with the Financial Aid Office prior to submitting the request.

A period of at least nine academic quarters must have elapsed between the ending date of the last quarter of courses requested to be expunged and the date of this request.

There is no limit to the number of Clean Slates the student may petition for if the purpose is to re-enter SSCC. If the Clean Slate is requested to begin work at any other institutions, it will be granted only once for this purpose.

Contact the Records Office for Clean Slate Request forms.

Course Status Change

Students may, with permission from their advisor:

1. Add a course during the first 5 consecutive class days during the Autumn, Winter, and Spring Quarters and the first 3 consecutive class days of any given Summer Quarter Term.
2. Withdraw from a course up to and including the last class day before finals by giving written notice.

See Refund of Fees policy.

Course Substitutions

Courses listed in an academic program may only be substituted with a faculty advisor’s approval. The student is cautioned that if he or she intends to transfer to another college, some courses that are substituted may not be accepted for transfer credit by that college. It is up to the student to consult with an advisor at the transferring institution.



Credit Hour Limit

Students may enroll for a maximum of 18 credit hours per quarter during the regular academic year and 18 credit hours total for the combined Summer Quarter terms (not to exceed a maximum of 12 credit hours in any of the A, B, or Summer Quarter terms), unless the program guidelines for their major exceed that number. Students who wish to exceed this limit must contact their faculty advisors. Requests will be forwarded to the Vice President of Academic Affairs for review and approval or denial.

Definition of Credit Hour

A credit hour is the academic unit received for taking a subject for one hour a week for one quarter (laboratory sessions may be included or separate, depending on the course). In reference to college courses, the term “hour” is applied to all such credits.

Grade Point Average

A student's cumulative grade point is calculated by dividing the number of quality points earned by the number of quarter hours attempted. The following example will illustrate:

<i>Course</i>	<i>Title</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Quality Points</i>
ACCT 104	Prin of Accounting I	4	W*	Not applicable
CSCI 113	Internet Lab	1	C	1 x 2 = 2
ENGL 101	English Composition I	4	B	4 x 3 = 12
FNAR 143	Ceramics I	4	D	4 x 1 = 4
MATH 221	Calculus I	5	A	5 x 4 = 20
TOTALS				14 38

Grade Point Average (GPA) 38 divided by 14 = 2.71

*Note that the student still completed 14 hours after withdrawing from ACCT 104. Therefore, the student would still qualify for full-time student status. If this student had completed less than 12 hours because of the withdrawal from ACCT 104, then the student would have no longer qualified for full-time student status which could have an effect on the student's financial aid entitlements.

Grading System

Grades posted at the end of each quarter reflect the student's academic achievement as reported by faculty. Grade reports are given in terms of grades and quality points.

Grade		Quality Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
I	Incomplete	0*
N	No Grade Reported	0*
W	Official Withdrawal	0
WI	Faculty Withdrawal for Excess Absence	0
T	Audit	0
K	Transfer Credit	0
EM	Examination(Proficiency)	0
S	Satisfactory	0
U	Unsatisfactory	0
X	Clean Slate	0
Y	Unofficial Withdrawal	0

*No quality points are recorded until the work is made up and the grade is reported.

Numerical equivalents are established for letter grades as follows:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

The "T" grade is given when a student is unable to complete the course requirements by the end of the

quarter for reasons acceptable to the instructor. The student must arrange to make up the missing work with the instructor before the "T" grade is given. If course work is not completed within the following quarter, the "T" will be recorded as a failure on the student's transcript.

The Nursing Program (NURS and NRSRG) utilizes the college grade scale. Continuation in the Nursing Program requires a grade of B in all NURS or NRSRG courses and a C or above in all other required courses, including prerequisites.

The grading scale for other Health Sciences Programs (identified by the prefix EMTP, MAST, RESP, and ALTH) is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 77 - 84
- F = 0 - 76

See the Student Handbook for the Practical Nursing Program, the Student Handbook for the Associate of Applied Science in Nursing Program, the Student Handbook for the Medical Assisting Program, the Student Handbook for the Emergency Medical Services Program, or the Student Handbook for the Respiratory Care Program for the appropriate policies pertaining to these areas.



Graduation Requirements

To qualify for graduation, a student must:

1. Have completed the requirements of one of the designated degree programs with a minimum of 90 quarter hours of credit together with at least a 2.0 ("C") grade point average at Southern State. See program outlines for specific requirements.
2. Have earned at least 30 quarter hours of credit at Southern State if receiving an associate degree or 24 quarter hours of credit at Southern State if receiving a one-year certificate.

Graduation for the Associate of Applied Science in Nursing degree requires completion of the courses specified in the Nursing Curriculum Plan. Grade requirements for these courses are specified in the Academic Standards section of the AAS in Nursing Student Handbook.

Developmental courses numbered below 100 are taken in addition to any degree program and may not be used to satisfy basic degree requirements. Students may use up to 6 hours of remedial classes numbered 100 and above as electives in their programs.

Application for the diploma must be made in the Records Office one month prior to the start of the quarter in which they expect to graduate.

Information Changes

Any change of address or name (resulting from marriage or court action) must be reported to the Records Office. Prompt attention to this matter will avoid complications relating to registration and/or financial aid.

Independent Study

An independent study is designed to provide the student with an opportunity to pursue a course that is consistent with their degree plan. An independent study is not a substitution of an existing course that is not offered at a convenient time or location for the student. The student along with his/her instructor, is to design how he/she proposes to structure this independent study, when and how he/she is to meet with the instructor, and what method of evaluation is to be used. A syllabus for this independent study is to be attached to the request form.

Policy

These courses may be taken as an independent study with the concurrence of the instructor and the Vice President of Academic Affairs. This type of study is limited to two per student per degree. In rare instances it may be used in extenuating circumstances where an independent study is the only way to meet the student's program requirements. In some cases, a course substitution is in the best interest of the student.

Students who wish to apply for an independent study must first see their academic advisors and then apply to the Vice President of Academic Affairs no later than one week before the beginning of the quarter during which they wish to take the independent study course.

Procedure

- The student must be in good standing and have a cumulative grade point average of at least 2.5.
- The student first sees his or her academic advisor or the Student Services Office for an application form.
- The student should see a faculty member who agrees to sponsor the independent study. Together, the student and the faculty member decide on the meeting times, mode of instruction, student assignments and due dates, and evaluation of papers and/or projects. This information is to be attached to the form. Both student and faculty member are to sign the application form.
- The student then submits the application to the Vice President of Academic Affairs no later than one week before the beginning of the quarter during which the independent study will be taken.
- If the Vice President of Academic Affairs approves the application, he or she will indicate this on the application form and this will be forwarded to the Registrar's Office. The student will be sent a copy of the approval form.
- If the Vice President of Academic Affairs does not approve the application, the student and the faculty member will be notified.

Multiple Degrees

Students receiving more than one degree, regardless of when either was awarded, and regardless whether it is an Associate Degree or higher, must complete at least a total of 32 new credit hours related to the new degree at SSCC. This restriction applies to graduates of Southern State Community College as well as graduates of other approved institutions of higher education. This policy does not apply to certificate programs provided all requirements for the certificate are met.

Official Withdrawal

Students may withdraw from classes up to and including the week before final exams by giving written notice of their intent to withdraw to the Student Services Office. Attendance in class is an important part of the learning process. Excess absence may result in a failure. Faculty may count attendance as part of the grading policy and a failure to officially withdraw may result in a failing grade. Withdrawal from classes may affect a student's financial aid. See the FEE SCHEDULE

section of the College catalog for the policy on refunds and financial aid.

Faculty may recommend that the College withdraw students who have missed more than 20% of the total scheduled classes of a course and issue a grade of WI to the student.

Phi Theta Kappa

The Alpha Omicron Eta chapter of Phi Theta Kappa is a national honor society for community college students who maintain a GPA of 3.5 or better. Phi Theta Kappa's primary mission is to recognize and reward academic achievement in the two-year college. Students are invited to join and become active in the community life of the college.

Policy on Responsible Use of Computing Resources Within SSCC

General Statement

As part of the learning environment for students, Southern State Community College purchases, installs, and maintains computers, computer systems, and networks. These computing resources are intended for college-related purposes, including direct and indirect support of instruction and communication for faculty; administrative functions; and the free exchange of ideas among the College community and between the College community and the wider local, national, and international communities.

The rights of academic freedom and freedom of expression apply to the use of the College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of the College computing resources, like the use of any other college-provided resource and activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operation system or network and whether or not they can be circumvented by technical means.

Applicability

This policy applies to all users of the College's computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations.

Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the College or to users within specific units. Consult the operators or managers of the specific computer, computer systems, or network

in which you are interested or the management of the unit for further information.

Policy

All users of the college computing resources must:

1. Comply with all federal, Ohio, and other applicable law; all generally applicable College rules and policies; and all applicable licenses and contracts.

Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the College's code of student conduct; the College's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

2. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.

3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

4. Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of the College's computing resources for other purposes is permitted when it does not constitute personal commercial purposes or personal financial or other gain.

5. Refrain from stating or implying that they speak on behalf of the College and from using College service marks and logos without authorization to do so. Authorization to use Southern State Community College service marks, logos and the College's name

may be granted only by the College's designee. Current administrative control of the College's service mark, logo and the visual identity program will be the responsibility of the College's Marketing and Public Relations Department. The Southern State Community College service mark is a registered entity and as such it is a violation of copyright law, the Graphics Standards Manual and College policy to use the service mark or its likeness without the prior authorization of the Director of Marketing or their designee.

If permission is granted by the Director of Marketing to use the Southern State Community College name, its likeness, service mark, logo or etc. it can only be done by the guidelines listed in the Graphics Standard Manual. Please refer to the Graphic Standards Manual at www.sccc.edu/about-us/graphics-standards.pdf.

Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. All employees and students should refrain from implying that they speak on behalf of the College.

- Employees have the right to free speech and free association.
- The College's name must not be associated with an expression of private opinion. In a public or private presentation or protest, employees are not to leave the impression that they are speaking on behalf of the College, or that their position at the College lends validity to their private opinions.
- In a hearing, forum, debate or protest, employees are to make a disclaimer between their opinions and the position of the College.
- Departments of the College are to request prior approval from the President before entering an association with a special interest group.
- Employees are not to use College letterhead or forms for private use.

The use of appropriate disclaimers is encouraged. Personal web pages linked to the College Website should disclaim association with Southern State Community College.

Enforcement

Users who violate this policy may be denied access to the College computing resources and may be subject to other penalties and disciplinary action, both within and outside the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated and any penalties or other discipline will normally be imposed by the Vice President of Student Affairs and Enrollment Management. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or

functionality of College or other computing resources or to protect the College from liability. The College may also refer suspect violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The College employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the College computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and account of individual users of College computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to a list serve or a web page; (b) it reasonably appears necessary to do so to protect the College from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring, emergency situations, must be authorized in advance by the President or Treasurer, or the Vice President of Academic Affairs.

The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings. Communications made by means of College computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

Quarter Calendar

The academic year consists of three quarters approximately 11 weeks long: Autumn, Winter and Spring. At the present time, Summer Quarter offers two terms of four weeks and one eight-week term. All academic credits are expressed in terms of Quarter credit hours.

Recognized holidays falling within the four instructional periods are shown in the appropriate academic year calendar. Special arrangements will be made for those students whose religious holidays fall within a registration, orientation or instructional period. It will be the individual student's responsibility to inform the College of the circumstances and to comply with the special arrangements that are made.

Regular Registration

Registration for regular classes offered at Southern State Community College will be announced in advance for each academic quarter by the Records Office. All degree-seeking students shall arrange their programs in consultation with their faculty advisors. Refer to the quarterly class schedule for announcement of the registration dates.

All students must make a decision when they register whether they are scheduling a class for college credit, college audit, or non-credit (continuing education) at the time of initial registration. The Records Office will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed (see policy as stated in this catalog under refund of fees or dates listed in the quarterly schedule).

Students should be aware that not attending any class meetings of a course does not constitute an automatic drop nor does it relieve the student of tuition/fee liability.

Repeating a Course

With the approval of the respective faculty advisor, a student may repeat any course. The original title and grade will remain on the student's permanent record. Only the quality points from the course with the highest grade, however, will be used in computing the grade point average.

Requirements for Good Standing

It is to the advantage of every student to remain in **good standing** at all stages of the academic program. To remain in **good standing** a student's cumulative grade point average must not fall below the following levels:

- 1.75 for 45 or fewer accumulated hours attempted
- 2.0 for 46 or more accumulated hours attempted

Students will also be reviewed to determine **satisfactory progress**. Progress standards are as follows:

- Full-time students attempting 12 or more credit hours must successfully complete a minimum of 8 credit hours per quarter.

- Three-quarter time students attempting 9-11 credit hours must successfully complete a minimum of 6 credit hours per quarter.
- Half-time students attempting 6-8 credit hours must successfully complete a minimum of 5 credit hours per quarter.
- Less than half-time students attempting 1-5 credit hours must successfully complete 67% of the credit hours attempted per quarter.

A student not in **good standing** at the end of any quarter will be placed on **academic warning** for the following quarter. A student not in **good standing** at the end of the second consecutive quarter will be placed on **academic probation** for a maximum of two quarters. Students who fail to meet the requirements for **good standing** will be **dismissed** at the end of their **academic probation** period. The period of **academic dismissal** is for one calendar year. A student on academic dismissal will be allowed to re-enter after one year and will be placed on second quarter academic probation upon re-entry. If the student makes satisfactory progress that quarter, he will be removed from probation and be allowed to receive financial aid for future quarters. If progress is not made, the student will be academically dismissed for a period of one calendar year. The College reserves the right to waive this policy under extenuating circumstances.

The student is expected to attend every session of each scheduled course and, if absent, may be required, at the direction of the instructor, to make up work. Students must be in **good standing** to participate in co-curricular activities.

Statement of Academic Honesty

Southern State Community College is committed to providing educational opportunities that promote academic, professional and personal growth in students. To these ends, all members of the College are expected to uphold the highest academic and ethical standards.

Types of Academic Misconduct

1. Any unauthorized use of material (books, notes, electronics of any kind, and so forth) during an examination, test, or quiz.
2. Copying from another student's work, permitting one's work to be copied during an examination, test, or quiz.
3. Unauthorized use of equipment (computers, calculators, or any type of educational or laboratory equipment).
4. Permitting a person to pose in one's place during an examination, test, quiz, or posing as another person during an examination, test, or quiz.

5. Altering an examination, test, quiz, or any other type of evaluated work in an effort to have the work re-evaluated for a higher grade.
6. Plagiarizing or permitting one's work to be plagiarized.
7. Using unauthorized or improper methods to determine in advance the contents of an examination, test, or quiz.
8. Unauthorized use of computer software during an examination, test, or quiz.
9. Submitting as one's own a work of art, a speech or oral report, a musical composition, a computer program, a laboratory project or any other creation done by another person.

Plagiarism Defined

Plagiarism can be defined as copying someone else's words or ideas and passing it off as your own. This includes copying material from the World Wide Web, the Internet, books, videos, and all copyrighted material without express permission and documentation.

Examples of plagiarism are:

1. Reproducing another person's words, published or unpublished, as one's own;
2. Permitting another person to alter substantially one's written work;
3. Failing to acknowledge the ideas or words of another person, including verbatim use of another's words without proper documentation or paraphrasing another's words without proper documentation;
4. Using material from the World Wide Web, Internet, videos, encyclopedias, books, magazines, newspapers, student papers, and copyrighted material without indicating where the material was found.

"Proper documentation" is a written acknowledgement, such as the use of quotation marks and footnotes, that alerts a reader to the fact that the words or ideas are not that of the writer.

Plagiarism can result in failure on an examination or paper, failure in a course, suspension for one to three quarters, dismissal from the College for one year, and/or possibly civil penalties.

Student Responsibility for Avoiding Academic Misconduct

Instructors provide course outlines which specify all requirements and procedures. Students must familiarize themselves with these documents. Students who have questions about potential academic misconduct on an examination, test or quiz, or other evaluated work must contact their instructors prior to completing the assignment.

Possible Sanctions for Academic Misconduct

By an instructor:

Instructors must state possible options at the beginning of a quarter what sanctions they will apply to cases of academic misconduct. Instructors may choose any of the following possible sanctions:

- "F" for an individual examination, test, quiz or evaluated project
- "F" for the course
- Refer the case to the Academic Appeals Committee

By the Academic Appeals Committee:

- Drop the matter for lack of evidence
- "F" for the individual examination, test, quiz, or evaluated project
- "F" for the course
- Suspension for from one to three quarters
- Dismissal from the College for one year
- A sanction mutually agreed upon by the student, the instructor, and a majority of the members of the Academic Appeals Committee

By the Vice President of Academic Affairs:

- Drop the matter for lack of evidence
- Uphold the decision of the Academic Appeals Committee
- "F" for the individual examination, test, quiz, or evaluated project
- "F" for the course
- Suspension for from one to three quarters
- Dismissal from the College for one year
- A sanction mutually agreed upon by the student, the instructor, and the Vice President of Academic Affairs

Charges of Student Academic Misconduct

An instructor who determines that a student has engaged in academic misconduct will confront the student, explain the evidence he or she has to support the charge of misconduct, and explain the sanction he or she intends to impose. The instructor has the right to impose any sanction listed under "By an Instructor."

Academic Dismissal

The College's statement on Academic Honesty, in the College Catalog, outlines various, but not all, forms of academic misconduct. Additionally, outlined in the College Catalog are the measures that may be taken by a faculty member or the Academic Appeals Committee as a result of academic misconduct. If the result of academic misconduct is academic dismissal the student may follow the Academic Appeal Process.

Documentation of Sanctions for Academic Misconduct

The instructor, the Academic Appeals Committee, the Vice President of Academic Affairs, or the President

will provide the student with a written explanation of all action to be taken within seven calendar days of the date of the decision. A copy will be maintained in the appropriate files while the sanction is in force; however, no copy will be placed with the student's academic records.

Student Appeal Process

The purpose of the Academic Appeals Policy is to secure equitable solutions to problems of an academic nature that may affect a student's academic progress.

Grounds for Appeal

Final Course Grade

The College's Academic Appeal Policy prescribes the circumstances in which, for good reason, you may submit an appeal. Students may appeal any final course grade they believe was awarded based on an arbitrary reason not related to a professor's assessment of academic work, and/or was determined in a manner inconsistent with the standards and procedures established by the professor in oral and written communications to the entire class.

Only the professor can change a course grade assigned in a manner consistent with the College's grading policy and the policy outlined in the syllabus by the professor. College administration can only direct a grade to be changed when it is determined necessary through the procedure established by this policy and for the reasons listed above.

The following reasons are not sufficient grounds for appealing a final grade:

- assignment(s) were graded too severely
- course objectives were unreasonable
- professor refused to assign make-up or extra credit work
- consideration was not given to the student's personal or professional commitments, problems, and conflicts when determining final grade
- professor graded a single project too severely

Deadlines and Responsibilities

Deadlines

Students must initiate final grade appeals within 30 calendar days of the awarding of the grades. Any appeals that are initiated during summer will only be heard in exceptional cases as determined by the Vice President of Academic Affairs. If an appeal is to be addressed in the summer Committee members will be contacted with the pertinent information.

Academic dismissal from a course or program or denial of program completion/graduation must be initiated within 30 calendar days following the notification to the student.

Requests for review submitted after these deadlines will be heard only in exceptional cases as determined by the Vice President of Academic Affairs.

Responsibilities

Professors will specify in writing for each of their courses at the beginning of the academic term the following:

- Course requirements and expectations
- Procedures for evaluating academic performance and assigning grades

Professors may change the requirements, expectations, and method of evaluations throughout the quarter. When a professor announces a change it is the responsibility of the student to ensure he/she understands and is aware of these changes.

Additionally, students have the responsibility to know and adhere to the policies and standards pertaining to them including institutional, program, and course requirements and policies. Students must also adhere to the College's academic and student codes of conduct.

The professor's stated requirements and expectations will be the measure when considering a student's compliance with coursework.

Appeal Process

A student seeking an academic appeal must follow all the steps outlined in sequence.

Level 1

In an effort to resolve the issue, the student must first arrange a meeting with the faculty member involved within 30 calendar days of the awarding of grades. If the professor is absent from campus, the student must attempt to contact the professor through mail, email or by phone, working with campus personnel, if necessary. Students should document all attempts to contact faculty.

When discussing the grade with the professor, students should present as much evidence as possible to support their appeal. Open and civil communication is the best approach in an attempt to reach agreement on the appeal.

In the event the professor is absent from the campus or no longer in the employment of the college, or after consultation with the faculty member the issue is not resolved, the student may proceed to appeal Level 2.

Level 2

A Level 2 appeal is initiated by the student through a typed statement to the respective Campus Director or Program Director depending on the course for which they are appealing the final grade. Should a Program Director be the instructor of record for the course involved in the appeal then it shall be handled

by the Campus Director. Should the appeal occur for a course taught by a Campus Director, then the Vice President will appoint a designee to review the appeal. The typed statement will describe the exact nature of the complaint and the remedy the student is seeking. This typed statement must be submitted within five (5) working days from the date of the meeting with the faculty member and must include:

- A statement of the reason(s) the student believes the grades or academic dismissal was incorrectly or arbitrarily assigned
- The steps taken to resolve the disagreement over the grade with the faculty member
- The resolution sought

The written request for appeal may be accompanied by any additional evidence (e.g. papers, tests, syllabi) the student believes supports the conclusion that the grade or academic decision assigned meets the grounds for appeal outlined previously.

Upon receiving the typed student appeal the Campus Director will notify the faculty member and request a written statement from the professor concerning the appeal. Additionally, the Campus Director may request a meeting with the professor and or the student to obtain further clarification of the appeal.

After receiving typed statements from both the student and professor and through possible consultation, with the student or the professor, the Campus Director must give a typed response to the student with a copy to the professor within ten (10) working days. If the issue(s) brought forward in the appeal are not resolved satisfactorily in this step the student or faculty member may then appeal to the Academic Appeals Committee (AAC) in Level 3.

Level 3

Student wishing to take the appeal to AAC must submit their typed appeal within five (5) working days after receiving the Campus Director's response. If the student appeals to the AAC the Campus Director will forward all information provided and gathered during their evaluation of the issue to the committee. Additionally the professor will be notified by AAC that they have received the appeal.

The AAC will review the appeal within ten (10) working days of receipt of typed appeal. The AAC may, but are not required to, request a meeting with the student and/or the professor, in which the student and/or professor may present evidence or information on his or her behalf and may be accompanied by an academic advisor or other faculty or staff member (or if the student is under age of 18, may be accompanied by a legal guardian). The advisor or guardian may consult with the student, but may not speak on behalf of the student or otherwise participate in the proceedings, unless given specific permission by the committee. Should a mutually agreeable meeting date or adequate

review not be feasible within the ten (10) working days, Level 3 may be extended an additional five (5) days. Once the AAC has made a decision the chair of the committee will provide a typed response that will be sent to the student.

The decision of the Academic Appeals Committee is final even if a decision against the student will mean that the grade or requirement under appeal will result in academic disqualification. There is no further College appeal.

Student Records

Directory Information

Southern State Community College has defined directory information as follows:

- Name
- Dates of Attendance
- Full or part-time enrollment status
- Honors and awards received
- Degree(s)/Certificate(s) awarded, if any
- Address by county only
- City of residence
- Street address
- Participation in officially recognized sports and activities.
- Photograph

Directory information may be released without consent of the student, unless the student has requested in writing that directory information not be disclosed. If a student wishes to have directory information withheld, a completed form must be on file in the Records Office prior to the start of the most recent academic quarter.

FERPA Policy

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

Students may inspect and review their educational records by submitting a written request to the Registrar which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly

as possible and notify the student of the time and place where the records may be inspected. The College reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents; (2) those records which are excluded from the FERPA determination of educational records.

Students who believe that their education records are inaccurate, misleading, or in violation of their privacy rights, may ask to have them corrected. Contact the Records Office for the proper procedure.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-5920 regarding an alleged violation under FERPA. Contact the Records Office for the proper procedure.

The complete FERPA policy may be obtained by contacting the Records Office.

Transcripts

Official College transcripts may be obtained in writing through the Records Office. All obligations to Southern State Community College must be paid in full before any transcript will be released.

Transfer of Credit, Institutional Transfer & the Transfer Module

The Ohio Board of Regents, following the directive of the Ohio General Assembly, developed a statewide policy to facilitate students' ability to transfer credits from an Ohio public college or university to another, in order to avoid duplication of course requirements. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements.

u.Select

The program, u.Select, provides the ability to publish Course Equivalency Guides, Academic Programs, Courses Offered, Transfer Course Evaluations, and Degree Audit Reporting in a web environment. Information is easily retrieved from a u.Select site on the internet by students, faculty, and the interested public. Students contemplating a transfer may submit their coursework to any institution within the u.Select network for evaluation against that institution's academic programs. This program, u.Select, provides information on courses, course equivalencies, and program requirements at a u.Select institution to anyone who accesses a u.Select website. For students who become a "u.Select Member", u.Select provides

information on how their specific coursework will transfer and apply towards a degree at a u.Select institution. Visit their website at <https://oh.transfer.org/cas/index.jsp>.

Transfer Assurance Guides (TAGS)

In addition to the Ohio Transfer Module, H.B. 95 mandated that the Ohio Board of Regents established policies and procedures applicable to all state institutions of higher education to ensure seamless transfer. TAGS are being developed to assist students in more than 38 different degree pathways. TAGS extend the impact of the existing transfer module policy through more precise advising and the assurance of credit transfer and the application of credits to academic degree/program requirements. For more information, please visit <http://regents.ohio.gov/transfer/tagcourses/index.php?>

Transfer Module

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education program. The Transfer Module consists of 54 to 60 quarter hours (or 36 to 40 semester hours) of courses in the following areas: English, Mathematics, Arts and Humanities, Social and Behavioral Sciences, Natural and Physical Sciences, and Interdisciplinary Study. A Transfer Module completed at one college or university will automatically meet the requirements of the Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may require additional general education courses beyond the Transfer Module.

Since many degree programs require specific courses that may be taken as a part of the general education or Transfer Module program at an institution, students are encouraged to meet with an academic advisor at the institution to which they plan to transfer early in their academic career. Because of specific major requirements, early identification of a student's intended major is encouraged. Advisors at the institution to which a student wishes to transfer should be consulted regarding Transfer Module and general education courses and any specific program requirements that can be completed before transfer.

Conditions for Transfer Admission

1. The policy encourages receiving institutions to give preferential consideration for admission to

students who complete the Associate of Arts or Associate of Science degree with a cumulative grade point of 2.0 or better for all previous college level courses.

2. The policy encourages receiving institutions to give preferential treatment to students who have not earned an Associate of Arts or Associate of Science degree but have earned 60 semester hours or 90 quarter hours with a cumulative grade point of 2.0 or better for all previous college level courses.
3. The policy further encourages that students who have not earned an Associate of Arts or Associate of Science degree or who have not earned 60 semester hours or 90 quarter hours with a cumulative grade point of 2.0 or better for all previous college level courses are eligible for admission as transfer students on a competitive basis.

Acceptance of Transfer Credit

1. Students who have completed the Associate of Arts or Associate of Science degree with a cumulative grade point of 2.0 or better will receive transfer credit for all college level courses in which a grade of "D" or better has been earned.
2. Students who have not earned an Associate of Arts or Associate of Science degree will receive transfer credit for all college level courses in which a grade of "C" or better has been earned.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students.

Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will ar-

ticulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Appeals Process

A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and of the process for filing the appeal. Each institution shall make available to students the appeal process for that specific college or university.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state-level Articulation and Transfer Appeals Review Committee.

The Appeals Review Committee shall review and recommend to institutions the resolutions of individual cases of appeal from transfer students who have exhausted all local appeal mechanism concerning applicability of transfer credits at receiving institutions.

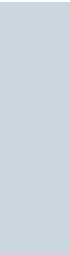
Southern State Transfer Appeal Process

- A student disagreeing with the application of transfer credit by Southern State Community College should complete a Transfer Appeal Form available in any campus office. Upon receipt of the form, the Registrar will arrange for faculty review on a course-by-course basis.
- If the student does not receive satisfaction from the faculty review, then he/she should appeal in writing to the Vice President of Academic Affairs.
- If the student is not satisfied with the above results, he/she may request to see the President of Southern State Community College.



ACADEMIC

services



Academic Services

Academic Advising

The role of the faculty is not only teaching but to provide guidance to students in their overall education at SSCC. The faculty advisor is available to assist students in selecting the correct courses in their choice of programs. Students are encouraged to seek the assistance of the faculty member periodically throughout his/her education at SSCC. Some faculty members are specialists in advising students who intend to transfer to the four-year institution, while others are specialists in advising students in specific fields, such as nursing, medical assisting, engineering, etc. Although students are not assigned a specific faculty member as an advisor, students should make an appointment to see a faculty advisor as soon as they are accepted as students at SSCC. Once the student declares a major, then a faculty advisor in the field chosen would be the most appropriate expert for advising.

Learning Resources Center

The Learning Resources Center (LRC) operates a full service facility at each campus location.

The LRC provides comprehensive library services, including access to materials using an online public access catalog called OPASS. Information literacy instruction is available on a general or subject specific topic to any class offered at the college. Books and other materials are available from all four campuses and may be accessed from any campus location. Reference and information services, both print and electronic, are provided on each campus.

The LRC collection has been developed to support the curriculum taught at the college. There are approximately 65,000 volumes located in the LRC collection. The center provides access to thousands of periodicals covering a variety of topics. Emphasis is placed on the medical, nursing, allied health, education, business and engineering areas.

The LRC provides special collections. The Appalachian Resource Center is located at the college's South Campus LRC. For more information visit <http://www.appalachiangateway.org>. The Central Campus provides access to the collection of the Southern Ohio Genealogical Society.

The LRC provides a variety of resource sharing services. Interlibrary loan services are available from the Ohio Library and Information Network (OhioLINK), the Southwestern Ohio Council for Higher Education (SOCHE) in the Dayton-Miami Valley area, the Greater Cincinnati Library Consortium, the Rural Ohio Valley Health Sciences Library Network, and the Online Computer Library Center (OCLC), which provides access to libraries

around the world. Document delivery is provided by fax and electronic scanning service in addition to a daily courier service. The LRC operates as a portal to digital resources and provides the college community with an information commons environment for learning.

Audiovisual support is provided at all campuses. The LRC at the Central and South Campuses provide satellite teleconference access. Faculty and staff development is provided to all employees of the college. The LRC actively supports this mission by providing membership to SOCHE, Starlink, and the Instructional Telecommunications Council (ITC).

The LRC at Fayette Campus is the location of the Fayette Works One-Stop Center. The Center provides assistance in resume writing, job seeking and job placement services for citizens of Fayette County. For more information visit <http://www.fayetteworks.com>.

Circulation and other public service policies have been adopted to assure all users have access to information for their instructional needs. The LRC utilizes an automated circulation system that requires the use of a valid patron record. OPASS (the online library catalog) provides up-to-the-minute circulation access to materials on the shelves not only at Southern State, but also at all OhioLINK libraries throughout the state. Remote access to LRC services is available to all users. The LRC web site address is <http://lrc.sccc.edu>.



Adult Opportunity Center

Adult Basic and Literacy Education

Adult Basic and Literacy Education (ABLE) classes are provided on each campus and in several off-campus locations, making services available in all five counties in the SSCC service area. Morning, afternoon and evening classes are available with fully qualified instructors present at each site. A variety of services are offered:

1. Adult literacy
2. GED preparation
3. Nursing program preparation
4. College refresher/readiness courses
5. Workforce education
6. Reading, writing, math improvement
7. English for Speakers of Other Languages (ESOL)

The ABLE program is offered FREE to any qualified individual who is at least 18 years old. All books and materials are provided and no fees are charged for instruction. Following assessment, students work with the ABLE staff to establish an Individualized Learning Plan (ILP) to assist in defining goals and developing activities. ILPs are designed to assist students in meeting their own educational or career objectives.

The ABLE Program offers services for improving the basic skills of reading, writing, and math. Parents will enroll to be better equipped at helping their children with homework. Other adults enroll just for self-improvement. Enrollment is open to any adult who has a deficiency in any of these areas.

GED preparation is available to those who wish to complete their secondary education. Instructors are trained in what it takes to pass the GED and excellent materials are available to students who enroll. The Official GED Practice Test is administered to determine readiness for the actual GED Test.

For speakers of other languages, the ESOL program provides instruction in speaking, listening, and writing in English. These classes meet at the North Campus. ESOL students may transition into ABLE classes, if needed to meet addition goals.

Many workers come to the AOC to retrain for new or better jobs. Students are encouraged to develop skills that will allow them to get and keep jobs. The AOC program offers KeyTrain, a program to assist those who want/need to take the WorkKeys Assessment.

Orientation is the first step for all enrolling students. Pre-registration is required. The Orientation process includes registration, assessment, development of student goals, and information about the program.

For additional information or pre-registration for the orientation at any of the sites, call the AOC office at (937) 393-3431 or 1-800-628-7722, extension 2687.

Tentative Class Schedule

The tentative class schedule for AOC classes is below. New students can enter following an orientation for which pre-registration is required. The schedule and locations are subject to change, so please call for current information. Remember, classes are free and materials are furnished.

Fincastle

SSCC – South Campus (12681 US 62)

M & W or T & Th (9 a.m. – 12 noon)

T & Th (5:30 - 8:30 p.m.)

Hillsboro

SSCC – Central Campus (100 Hobart Drive)

M & W or T & Th (9 a.m. – 12 noon)

M & W or T & Th (5:30 – 8:30 p.m.)

Washington C.H.

SSCC – Fayette Campus (1270 US 62)

M & W or T & Th (9 a.m. – 12 noon)

T & Th (5:30 - 8:30 p.m.)

Wilmington

SSCC – North Campus (1850 Davids Drive)

M & W or T & Th (9 a.m. – 12 noon)

T & Th (5:30 – 8:30 p.m.)

Please note: Additional classes are scheduled at various off-campus sites. Please call for information.

College Readiness Class

For college or college-bound students who need extra assistance in math or English, the AOC program offers College Readiness classes. The classes, which meet twice a week for one quarter, are free and the materials are furnished. Since no tuition or fees are required, financial aid can be reserved for college-level classes.

The classes are designed specifically to help students prepare for college. Students may enter prior to college enrollment or as they are taking college classes. Enrollment is limited to students who have a high school diploma/GED, yet need a refresher before or after registering for college math or English. Students cannot be enrolled in both the AOC and college for the same subject at the same time. Class enrollment is limited, allowing for ample opportunity for individualized instruction. This is a great opportunity for students to build confidence in these areas.

For additional information or pre-registration, call the AOC office at (937) 393-3431 or 800-628-7722, extension 2687.

GED Testing Center

Official GED Testing, another component of the Adult Opportunity Center, is located on Central Campus. Testing is offered at least once each month to those who have been approved by the State GED Office. Pre-approval from the State of Ohio is required. The GED testing fee is \$40.

Taking the Official GED Practice Test (OPT), before taking the official GED is highly recommended. The practice test is a free service, but registration is required. SSCC AOC records show that of the GED Testers who met the requirements of the Official Practice Test, over 95% passed the GED on their first attempt. Advance registration is required and seats are limited.

For more information or registration for the GED or OPT, call the AOC Office at (937) 393-3431 or 800-628-7722, extension 2687.

Annual Recognition

An annual ABLE/GED Recognition, sponsored by area businesses, organizations, and individuals, is held at the end of the program year. The evening is a way of “recognizing” students who have received their GED, or achieved other significant goals.

The GED Trustees Honors Scholarships are awarded during the ceremony. The time is also used to honor those in the community who have been especially supportive of the ABLE program. All students are invited to attend. Family, friends, and members of the community are encouraged to participate.



WORKFORCE DEVELOPMENT

and community services



Workforce Development and Community Services

The Workforce Development and Community Services Division is the employer services and community education outreach arm of the College. It serves the College's service area of Adams, Brown, Clinton, Fayette, and Highland counties. The Division provides college credit and noncredit courses, customized training, and onsite and offsite employer services.

Southern State Community College is part of the EnterpriseOhio Network. This Network is an association of 53 two-year campuses across the State of Ohio that function as key components of the state's economic and workforce development infrastructure. The EnterpriseOhio Network Campus Representative is the College's primary workforce development contact with the Ohio Board of Regents, County and State Departments of Job and Family Services, and the Ohio Department of Development.

For additional information contact the Dean of Workforce Development and Community Services and/or the EnterpriseOhio Campus Representative at (937) 393-3431 or (800) 628-7722, extension 4555.



Center for Business and Industry

The Center for Business and Industry (CBI) offers programs to serve the training, retraining, and continuous educational needs of the business and industry workforce in Adams, Brown, Clinton, Fayette, and Highland counties. CBI provides customized contract training and employer services according to business needs. Both credit and non-credit classes and training are offered. The training can be conducted at the business site, on any of the college locations.

Training through CBI is available (but not limited to) such areas as: maintenance technology; business writing; communication; supervisory, management, and leadership training; employment skills, and workplace math. Portable wireless computer labs are available to deliver onsite computer training for business and industry. Targeted Industry Training Grants (TITG) are available to offset the cost of training employees in health care, manufacturing and manufacturing support. In addition, TITG can help provide computer training for businesses of any type.

For information, contact the CBI Director, (937) 393-3431 or (800) 628-7722, extension 4642 or the Workforce Development and Community Services Dean at extension 4555.

Enterprise Center

Southern State operates an Enterprise Center in Adams County. The purpose of the Enterprise Center is to provide support services and training opportunities for small businesses and entrepreneurs. The Center is staffed by a Certified Business Advisor®, who will provide consulting services to entrepreneurs and small businesses at no cost. The Center also provides workshops, seminars, and professional development for individuals, small businesses, and larger employers and specializes in offering customized training solutions.

The **Entrepreneurship Certificate Program** is a non-credit, on-line program designed to give participants the opportunity to gain and develop entrepreneurship skills so that they can successfully start a new business, or expand an existing one.

The program consists of courses such as:

- Creating a Successful Business Plan
- Computer Skills for the Workplace
- Mastery of Business Fundamentals
- Effective Selling

Other courses, in addition to these, are required for the certificate.

For additional information, contact the Enterprise Center at (937) 695-9002.



Continuing Education

The College's Office of Continuing Education offers short-term, noncredit courses for personal enrichment, professional development, certification for licensure, and more, in a more relaxed and flexible format. These courses are offered for children and adults of all ages. The Office of Continuing Education offers these courses at all of Southern State's sites and they are listed in a separate publication.

A 100% refund will be given within 30 days if a course is cancelled or if the student formally withdraws prior to the first class meeting. Senior fee reduction does not apply to continuing education courses.

For more information on any continuing education course, please contact the program's Coordinator at 800-628-7722 or (740) 333-5115, ext. 5500.

Continuing Education Units (CEU's)

Southern State provides students with the opportunity to obtain Continuing Education Units (CEU's) for certain noncredit courses and activities. The CEU program encourages long-range educational goals and lifelong learning and permits adult students to utilize a multitude of continuing education resources to enhance their professional skills.

The CEU is used as a basic means for recognizing an individual's participation in, and for recording an institution's offering of, noncredit classes, courses and programs. A CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorships, capable direction, and qualified instruction.

For more information on any continuing education course or CEU's, please contact the program's Coordinator at 800-628-7722 or (740) 333-5115, ext. 5500.

Online Noncredit Courses (Ed2Go)

If you prefer to do your studying from the comfort of your own home, we offer numerous online (noncredit) courses to quench your thirst for knowledge. To view our selection and choose the courses best suited for you, visit:

<http://www.ed2go.com/sscc>.

For more information on any continuing education course including online noncredit courses, please contact the program's Coordinator at (800) 628-7722 or (740) 333- 5115, extension 5500.



Truck Driving Academy (TDA)

The Commercial Drivers License (CDL) Program offered by the TDA delivers practical, personalized instruction within a curriculum designed to provide the knowledge and skills necessary for a successful career in truck driving. The TDA's vehicles are modern, well maintained, and compare to equipment currently being used by major transportation companies.

Semi-tractor trailer driving is a career with many advantages including the following:

- Job freedom and independence.
- Maximum income potential with minimum investment of training time and money.
- Job security – U.S. News and World Report reported truck driving as one of the eight most secure jobs in America.

Potential students are encouraged to investigate this career opportunity. Career counseling and job placement is provided by program staff.

The Class A and Class B CDL programs begin with an introduction to the transportation industry, include driving instruction, proceed to testing in Academy vehicles, and conclude with the student earning the Ohio CDL including endorsements.

The TDA offers weekday and weekend classes (160 hours) at seven locations in southern Ohio, including Cincinnati, Columbus, Lebanon, New Lexington, Piketon, Pomeroy, and Wilmington.

Additional services include customized contract training for companies, passenger and school bus endorsements, driver recruitment for companies, remedial and CDL refresher courses.

For additional information, contact the TDA at (800) 628-7722, extension 4560 or (937) 393-3431, extension 4560.

Command Spanish®

Southern State Community College, Corporate and Community Services Division, is a certified provider of Command Spanish®. Command Spanish® is the nation's leading provider of occupational Spanish language and cross-cultural training and materials.

As an Official Registered Provider, CCS can offer on-site, job-specific Spanish language and cross-cultural training in such diverse areas as nursing, law enforcement, dentistry, public safety, construction, hospitality, banking, office management, warehousing, manufacturing and retail sales. The programs are all non-grammar based. No previous Spanish experience is necessary. Command Spanish courses are low-stress, direct and last between 8-24 hours.

For more information, please call (937) 393-3431 or 800-628-7722, extension 4555. The email address is ccs@sscc.edu.

Child Care Provider Training Program

Southern State Community College provides child care training for area Departments of Job and Family Services' referrals. Persons eligible for training are those individuals responsible for the care of young children, not limited to, but including Type B child care providers, child care center staff, foster or adoptive families, Head Start staff or other persons designated by the county Departments of Job and Family Services. The training includes mandatory and optional courses required for Child Care Provider Certification at no cost for eligible participants.

For additional information, please call (937) 393-3431, extension 4555.

Highland and Fayette County One-Stop Employment and Training

The Corporate and Community Services division of Southern State is partnering with Highland and Fayette counties to offer, by contract, One-Stop management and operational services. The FayetteWorks One-Stop Employment and Training Center is located at the Fayette Campus of SSCC. The Highland County One-Stop is located at 1575 N. High Street (the Hi-Tec Building) in Hillsboro. Both One-Stops include a coalition of partners who have come together to provide a wide array of services customized both for job seekers and employers. The One-Stop offers a Center equipped with computers for online job search, software programs for resume writing, typing tutorials, math/English tutorials, and interview skills. The Center maintains area newspapers for job search activities, labor market information, and self-improvement videos. Additional services including vocational testing and ongoing workshops are free. Some of the workshop topics include goal setting, budgeting, and stress and time management.

Funding may be available for intensive and individualized training services. For the employer, the One-Stop offers a pool of job-ready individuals, job posting services, tax credit information and employee assistance information.

For additional information contact the One-Stop Manager, at (740) 333-5115, extension 5685 in Fayette County. In Highland County's One-Stop Manager, please call (937) 393-1933.



Job Retention and Career Advancement Program

The College's Job Retention Specialist assists individuals with their employment needs, identifies appropriate supportive services, promotes job retention, and post employment training. The program works closely with Clinton County Department of Job & Family Services and CCWorks One-Stop Center.

For additional information, contact the program's Coordinator at (937) 382-7762.

Pre-Employment Training Program

The Pre-Employment Training Program is designed as a three-day Brown County core curriculum training module. The mission of the program is to assist participants in their preparation of finding that first job or re-entering the workforce. The program covers, but is not limited to, the following topics: resume development, mock interviews, job skills training, workplace ethics, budgeting, goals, communication skills, time management, cover letters, and more.

For the Brown County program please call (800) 628-7722 or (937) 393-3431, extension 4555. The email address is ccs@sscc.edu.

ACADEMIC

programs



Academic Programs

All students working toward an associate degree must register for one of the programs listed in this section. These programs are collegiate and lead to an associate degree in arts, science, applied business, applied science or technical studies.

Two-year general studies or pre-baccalaureate programs lead to the Associate of Arts or Associate of Science degree. Two-year technical education curricula lead to either the Associate in Applied Science or the Associate in Applied Business.

General Studies Programs Associate of Arts and Associate of Science Degrees

The Associate of Arts and the Associate of Science degrees allow each student the opportunity to pursue programs culminating in two years of formal education. While the programs provide for a core of courses required of all students, they have enough flexibility to enable students to pursue a selection of courses based upon their own areas of interest and their educational goals. Students should select electives with their faculty advisor's assistance.

The Associate of Arts and the Associate of Science degrees also provide the prospective student with a firm base from which to pursue a baccalaureate degree at a four-year college or university. Courses resemble those typically offered during the first two years at an accredited baccalaureate institution. The programs have been designed to permit a broad curricular sampling in the areas of communication, social sciences, humanities, and the sciences. The degrees have also been structured to permit students the possibility of selecting courses which suit their own individual needs.

Students must meet the entrance requirements of the college to which they intend to transfer. Since requirements vary among the colleges, students are advised to consult with the appropriate officers of the transfer institution. Acceptance and evaluation of credits lies exclusively within the jurisdiction of the colleges to which students transfer. Advisors will assist any student who plans to transfer to another college or university.

General Studies Requirements

Every student pursuing an Associate of Arts or Associate of Science degree program at Southern State Community College shall select studies in specific areas of discipline. The specification of such studies is not a designation of specific courses; rather it allows the student freedom to select, from several alternatives, those experiences most appropriate for him/her. The

credit distribution which follows is based on the recommended standards of the Ohio Board of Regents.

Institutional Transfer and the Transfer Module

The Ohio Board of Regents developed a statewide policy which will facilitate the transfer of students in Ohio colleges and universities. This policy, referred to as the Transfer Module, allows students who meet the Transfer Module requirements of their home institutions to meet automatically the Transfer Module requirements of the colleges or universities to which they transfer, even though the requirements of the institutions may vary. Students should note, however, that after transfer, they will be required to meet additional general education requirements that are not included in the Transfer Module.

The Transfer Module is made up of a specific subset or the entire set of a college or university's general education requirements in English composition, mathematics, humanities, fine arts, social science, behavioral science, physical science, natural science and interdisciplinary course work. The study of foreign language is also encouraged. The requirements contain 54-60 quarter hours or 36-40 semester hours of course credits, as specified by individual colleges and universities.

Under the guidelines of the Transfer Module policy, receiving institutions will give priority admission status to students who have completed either the Associate of Arts degree; the Associate of Science degree; or ninety quarter hours, including the Transfer Module, with a grade-point average of 2.0 or higher.

Students should note, however, that admission to an institution does not necessarily guarantee admission into a particular major, minor, or field of concentration.

After transfer students are admitted into their receiving institutions, they are subject to the same regulations, including residency requirements, as are native students. They also will be given the same class standing and other privileges as native students. As early as possible in their academic careers, all transfer students should communicate with various colleges and universities to which they would like to transfer. These communications and subsequent early decisions about majors and prospective receiving institutions will enable students to plan their courses of study at their transfer institutions. This planning, along with the help provided by the Transfer Module, should make the transfer of students in Ohio schools work smoothly. Southern State cannot be responsible if the student takes courses out of sequence or substitutes courses for those listed in the program.



Transfer Module Requirements

The Transfer Module at Southern State Community College (effective Autumn Quarter 1991) consists of **56 quarter credit hours** of introductory courses in: English Composition, Mathematics, Arts/Humanities, Social and Behavioral Sciences, and Natural and Physical Sciences. Students should follow these directions in selecting courses for the Transfer Module:

1. Select minimum requirements from introductory courses following the instructions provided in each section.
2. Complete the required minimum hours of the Transfer Module from the remaining courses on this list.

NOTE: Be sure to check with an academic advisor to assure the courses selected are the most appropriate for the major and the transfer college or university selected.

ENGLISH COMPOSITION/ORAL COMMUNICATIONS (Select 8 credit hours)

ENGL 101	English Composition I (4)
ENGL 102	English Composition II (4)
ENGL 103	English Composition III (3)
SPTH 115	Fundamentals of Effective Speech (3)

(This course is in addition to English Composition and does not replace nor can it be substituted for written composition courses.)

MATHEMATICS

(Select a minimum of 3 credit hours)

MATH 124	Finite Math (4)
MATH 141	College Algebra (4)
MATH 142	College Trigonometry (4)
MATH 160	Statistical Concepts (4)
MATH 221	Calculus I (5)
MATH 222	Calculus II (5)
MATH 223	Calculus III (5)
MATH 224	Calculus IV (5)
MATH 230	Differential Equations (5)
MATH 239	Math for Elementary Teacher III (3)
MATH 241	Calculus for Business, Social, Life Sciences (5)
MATH 250	Linear Algebra (5)
MATH 281	Introductory Statistics (4)

ARTS/HUMANITIES

(Select 9 credit hours from at least two areas)

English

ENGL 207	Women in Literature (3)
ENGL 217	Readings in Early British Literature (4)
ENGL 218	Readings in Later British Literature (4)
ENGL 230	American Literature to 1900 (4)
ENGL 235	American Literature after 1900 (4)
ENGL 240	Introduction to Films (4)

Philosophy

PHIL 101	Introduction to World Philosophy(4)
PHIL 102	Introduction to Western Philosophy(4)
PHIL 107	Ethics (4)

Fine Arts

FNAR 104	Introduction to the Arts (4)
FNAR 111	History of Art I: Prehistory - Classical Antiquity (4)
FNAR 112	History of Art II: Middle Ages - Renaissance (4)
FNAR 113	History of Art III: Baroque - Modern (4)
FNAR 116	Music Appreciation I (3)
FNAR 117	Music Appreciation II (3)
FNAR 118	Music Appreciation III (3)

Speech and Theater

SPTH 121	Introduction to the Theater (3)
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SOCIAL SCIENCE

(Select 9 credit hours in at least two areas)

Economics

ECON 205	Principles of Microeconomics (4)
ECON 206	Principles of Macroeconomics (4)

History

HIST 110	American History I (4)
HIST 111	American History II (4)
HIST 112	American History III (4)
HIST 151	Introduction to Western Civilization I (4)
HIST 152	Introduction to Western Civilization II (4)
HIST 153	Introduction to Western Civilization III(4)

Political Science

PSCI 104	American Government: The American Democracy (3)
PSCI 105	American Government: Policy Making (3)
PSCI 106	American Government: Political Parties (3)

Psychology

PSYC 110	Principles of Psychology (5)
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Sociology

SOCI 107	Introduction to Diversity (3)
SOCI 170	Introduction to Sociology I (4)
SOCI 171	Introduction to Sociology II (4)

NATURAL AND PHYSICAL SCIENCES (Select 9 credit hours with at least one course a laboratory course)

Biology

BIOL 101/111	Principles of Biology I/Biology Lab (4/1)
BIOL 102/112	Principles of Biology II/Biology Lab (4/1)
BIOL 103/113	Principles of Biology III/Biology Lab (4/1)
BIOL 104/114	Human Biology I/Lab (4/1)
BIOL 105/115	Human Biology II/Lab (4/1)
BIOL 125	Environmental Science (4)

BIOL 205	Anatomy & Physiology I (5)
BIOL 206	Anatomy & Physiology II (5)
BIOL 207	Anatomy & Physiology III (5)
BIOL 210	Microbiology (5)

Chemistry

CHEM 101/111	First-Year Chemistry I/Chemistry Lab (4/1)
CHEM 102/112	First-Year Chemistry II/Chemistry Lab (4/1)
CHEM 103/113	First-Year Chemistry III/Chemistry Lab (4/1)

Physical Science

PHYS 101	Introduction to Physical Science (4)
PHYS 104	Introduction to Geology (4)
PHYS 130	Astronomy (4)
PHYS 201/211	College Physics I/Physics Lab (4/1)
PHYS 202/212	College Physics II/Physics Lab (4/1)
PHYS 203/213	College Physics III/Physics Lab (4/1)
PHYS 221/231	Physics for Scientists & Engineers I/ Lab (4/1)
PHYS 222/232	Physics for Scientists & Engineers II/ Lab (4/1)
PHYS 223/233	Physics for Scientists & Engineers III/ Lab (4/1)
PHYS 240	Elementary Modern Physics (4)

General Education Distribution Requirements

Associate of Arts Degree

To receive an Associate of Arts Degree, a student must complete course work that satisfies the following guidelines:

1. The SSCC Transfer Module (56 quarter credit hours) must be satisfied.
2. A minimum total of 90 quarter credit hours of courses numbering 100 or above must be successfully completed.
3. Course work must be distributed in the following manner. In all cases, courses taken to satisfy the Transfer Module may be included in these totals.

A. English

11 quarter hours (Courses in Composition)

B. Social Sciences

15 quarter hours (Courses from at least 2 areas)

Economics
Sociology
Psychology
History
Political Science

C. Science and Mathematics

15 quarter hours (Courses from 1 and 2)

1. Mathematics
2. Biology
Chemistry
Physical Science

D. Arts and Humanities

15 quarter hours (Courses from at least two areas)

Literature
Fine Arts
Philosophy
Speech/Theater
Foreign Language

E. Electives

At least 34 quarter hours

Associate of Science Degree

To receive an Associate of Science Degree, a student must complete course work that satisfies the following guidelines:

1. The SSCC Transfer Module (56 quarter credit hours) must be satisfied.
2. A minimum total of 90 quarter credit hours of courses numbering 100 or above must be successfully completed.
3. Course work must be distributed in the following manner. In all cases, courses taken to satisfy the Transfer Module may be included in these totals.

A. English

11 quarter hours (Courses in Composition)

B. Social Sciences

15 quarter hours (Courses from at least 2 areas)

Economics
Sociology
Psychology
History
Political Science

C. Science and Mathematics

20 quarter hours (Courses from 1 and 2)

1. Mathematics - must be selected from 141,142, 221,222,223,224,230.
Other math courses will not satisfy this requirement.
2. Science
Biology - must be selected from 101,111,102, 112,103,113,104,114,105,115,205, 206, 207, 210.
Chemistry - must be selected from 101,111, 102,112,103,113,201,211, 202,212, 203,213.
Physical Science - must be selected from 201,211,202,212,203,213, 221,222,223, 231,232,233.
Other science courses will not satisfy this requirement.

It is important for students to plan their program with the help and approval of a faculty advisor.

D. Arts and Humanities**12 quarter hours** (Courses from at least two areas)

Literature
 Fine Arts
 Philosophy
 Speech/Theater
 Foreign Language

E. Electives**At least 32 quarter hours**

Students with specific baccalaureate goals should meet the Associate of Arts or Associate of Science requirements with electives that are approved by the advisor at the receiving institution.

Humanities/Fine Arts

131A Concentration in Fine Arts
 131B Concentration in English
 131C Concentration in Journalism
 131D Concentration in Theater

Social Science

131E Concentration in Business Administration
 131F Concentration in History
 131G Concentration in Pre-Law
 131H Concentration in Psychology
 131J Concentration in Sociology
 131X Concentration in Aviation Business
 131Y Concentration in Professional Aeronautics

Science and Mathematics

131K Concentration in Chemistry
 131L Concentration in Pre-Dentistry
 131M Concentration in Pre-Medicine
 131N Concentration in Pre-Pharmacy
 131O Concentration in Pre-Veterinary Medicine
 131P Concentration in Agriculture
 131R Concentration in Engineering
 131S Concentration in Pre-Nursing - RN
 131W Concentration in Pre-Nursing - LPN

Education

131TA Concentration in Early Childhood Education
 131TB Concentration in Middle Childhood Education
 131UA Concentration in Adolescence to Young Adult Education
 131TC Concentration in Mutli-Age Education

Technical Programs

Technical education is designed to provide thorough career training at the technician level. The two-year associate degree programs expose students to intensive practical experience and skill development in the field they choose to study. The certificate programs are aimed at giving students a compact but thorough

knowledge in a specified field. Technical offerings are tailored to meet the career interests and employment needs of persons in the communities served by Southern State Community College.

These degrees are awarded for successful completion of program requirements in a specialized degree program aimed at preparing a student for entry into a specific occupation:

Associate of Applied Business

425 Office Information
 429 Business Management
 429A Management Information Systems Major
 429B Real Estate Major
 429D Accounting Major
 429E Entrepreneurship

Associate of Applied Science

430 Nursing
 435 Human & Social Services
 435A Human & Social Services: Chemical Dependency Major
 437 Respiratory Care
 441 Agriculture Production
 455 Computer Technology
 455A Computer Technology: Multimedia Major
 455B Computer Technology: Networking Major
 455C Computer Technology: Technical Support Major
 460 Drafting Design
 460C Computer Assisted Design Major
 470 Electrical/Electronics
 470F Electronic Information Systems Major
 485 Early Childhood Education
 486 Paraprofessional Education
 492 Medical Assisting
 493 Law Enforcement
 494 Emergency Medical Services
 495 Corrections

Associate of Technical Studies

410 Associate of Technical Studies

Certificate Programs

These certificates are awarded for successful completion of the certificate requirements designed to give students a compact but thorough knowledge for these fields:

425C Office Services
 425D Data Information Processing
 429F Entrepreneurship
 432 Practical Nursing
 441A Horticulture Certificate
 492A Medical Transcription Certificate
 492 B Phlebotomy
 492C Pharmacy Tech
 492D Billing and Coding
 493A Private Security

Technical Studies - 410

Associate of Technical Study Degree

Total Credits: 90-110

The Associate of Technical Study (ATS) program offers the student the opportunity to design, with faculty guidance, an individualized course of study to suit specific career-related goals. Course work for ATS degrees may include portions of existing Southern State programs, skills already learned, life experience and applicable credits earned at other schools. Requirements for an individual student's program usually fit into traditional program offerings.

While meeting each student's personal career objectives, the ATS program satisfies the employer as well. The program is particularly appropriate for individuals who are employed and have been targeted for positions with additional responsibility. It also provides an option for both employer and employee when existing job positions have requirements which are not adequately matched with current college curricula. The individualized philosophy of the program draws courses from two or more technical areas and attempts to fulfill local employment needs one student at a time. Furthermore, this multidisciplinary approach will prepare graduates for future transitions which may occur in the workplace.

Admissions Procedures

Individuals interested in pursuing the Associate of Technical Study degree will begin the application procedure by first being directed to a faculty advisor.

Secondly, the student will complete and submit the Southern State Community College Application for Admission and the Associate of Technical Study Application. On the ATS Application form, the student will be asked to justify acceptance into the program and to demonstrate sound rationale for why the ATS degree is more appropriate.

Next, the student will be assigned a faculty advisor and an ATS planning committee will be established. The faculty advisor, along with the planning committee, will oversee the selection of courses and assure that standards will be maintained.

Each student's progress will be monitored, and any deviation from the established program must be approved by the Vice President of Academic Affairs.

Graduation Requirements

1. Graduates of the ATS program will adhere to the same requirements as any technical program at Southern State with regard to communications, mathematics, social science/humanities and natural sciences.

2. Credit hour requirements will be established individually within limits of 90 to 110.
3. A grade point average of 2.00 or above is required for graduation.
4. At least 30 credit hours of classroom instruction of each student's course work must be completed at Southern State.
5. Particular courses may be required by the planning committee, based upon the student's background and career objectives.

Associate of Technical Study: Type A Program

This program enables the student to receive college credit for qualified industry training and to choose courses from two or more existing Southern State associate degree programs and thereby design a personalized curriculum. All ATS Type A program curriculums must be approved by the Vice President of Academic Affairs.

Associate of Technical Study: Type B Program

This program helps the college to develop associate degree programs in partnership with professional organizations and business/industrial firms with staff development programs by equating their training activity to a block of college credit.

A college review committee will examine the training program offered by an organization in order to determine if it qualifies for inclusion.

When implemented, each program accommodates students transferring from an educational program which lies outside the traditional collegial domain. The degree gives recognition to the training of the professionals while enabling them to experience the broadening, liberalizing, and enriching components of a college education. For more information concerning the ATS Type B program, contact your faculty advisor.

Currently, cooperative arrangements can be incorporated for ATS Type B degrees in the following:

Industrial Training

Southern State has worked with numerous industries to develop a program for skill areas used in industry from existing curriculum, in whole or in part. These completed programs can provide a significant amount of credit toward an associate degree.

The basic ingredients of these programs and their basic framework can be adapted to other trade or skill areas to meet other companies' needs.

Total Credits: 90 - 110

Office Information Technology - 425

Associate of Applied Business Degree

Total Credits: 94-96

Nature of Profession: Individuals trained in Office Information Technology provide important support services which meet the increasingly complex demands of the modern office. Trained in traditional office skills as well as versed in information processing and computer software applications, this office professional is an integral part of today's office team.

Related Job Titles: Professionals trained in this may find opportunities as Executive Assistants/ Secretaries, Information Processing/Data Entry Technicians, Receptionists, and General Office/Clerical Specialists.



COURSES CREDITS

First Quarter

OFIT 106	Keyboarding I	3
ENGL 101	English Composition I	4
-----	General Elective	3
CSCI 109	Word Processing Lab	1
CSCI 112	Spreadsheet Lab	1
CSCI 140	Introduction to Computers I	4

Second Quarter

OFIT 107	Document Processing	3
ENGL 102	English Composition II	4
SOCI 201	Personal & Human Relations	3
CSCI 111	Database Lab	1
CSCI 114	Business Graphics Lab	1
CSCI 218	Advanced Spreadsheets	3

Third Quarter

OFIT 135	Desktop Publishing	3
BADM 272	Business Communications	3
MATH 115	Business Math OR	
MATH 117	Elementary Algebra OR	
MATH 118	Intermediate Algebra	3/4
BADM 216	Business Ethics OR	
ECON 205	Principles of Microeconomics OR	
ECON 206	Principles of Macroeconomics	3/4
CSCI 205	Business Graphics	4

Fourth Quarter

ACCT 110	Office Accounting OR	
ACCT 104	Principles of Accounting I	4
OFIT 130	Word Processing I	3
SOCI 107	Introduction to Diversity	3
-----	CSCI Elective	3
-----	General Elective	3

Fifth Quarter

BADM 131	Office Management	3
OFIT 131	Word Processing II	3
BADM 208	Principles of Supervision	4
-----	CSCI Elective	3
SPTH 115	Fundamentals of Effective Speech	3

Sixth Quarter

OFIT 261	Transcription I	3
CSCI 213	Advanced Databases	3
OFIT 290	Internship	3
-----	CSCI Elective	3
-----	General Elective	3

Program Total	94/96
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Office Services - 425 C

Certificate Program

Total Credits: 46/50

Nature of Profession: Personnel with training in Office Services may expect to work in an office setting performing secretarial or receptionist functions, or such duties as word processing, computer operations, filing, and business correspondence.

Related Job Titles: Holders of the Office Services Certificate may obtain positions as Word Processing Operator, Clerk/Typist, General Secretary, File Clerk, and Receptionist.

Program Design: The coursework for this certificate is designed to allow a full-time student to complete the program in one academic year. It is ideal for those who are seeking a first job, those wanting to upgrade current office skills, or those who want a short-term program which can later lead to an associate degree in Office Information Technology.



COURSES		CREDITS
First Quarter		
OFIT 106	Keyboarding I	3
ENGL 101	English Composition I	4
OFIT 101	Office Machines OR	
CSCI 109	Word Processing Lab &	
CSCI 112	Spreadsheet Lab	3/2
OFIT 140	Customer Relations OR	
SOCI 107	Introduction to Diversity	3
CSCI 140	Introduction to Computers I	4
Second Quarter		
OFIT 107	Document Processing	3
ENGL 102	English Composition II	4
SOCI 201	Personal & Human Relations	3
CSCI	Lab Selection	1
CSCI	Lab Selection	1
BADM 131	Office Management OR	
BADM 208	Principles of Supervision	3/4
Third Quarter		
OFIT 135	Desktop Publishing	3
BADM 272	Business Communications	3
MATH 115	Business Math OR	
MATH 117	Elementary Algebra OR	
MATH 118	Intermediate Algebra	3/4
BADM 216	Business Ethics OR	
ECON 205	Principles of Microeconomics OR	
ECON 206	Principles of Macroeconomics	3/4
OFIT 290	Internship	3
Program Total		46/50

Data Information Processing - 425 D

Certificate Program

Total Credits: 49

Nature of Profession: Business communications today demand training on electronic office equipment including computers and word processors. Business, industry, and public agencies are placing even greater emphasis in storing, processing, and analyzing data via the computer.

Related Job Titles: Some of the existing job titles found within the field of data-information processing are Data Entry Operator, Data Controller, Secretary, Distribution Clerk, and Data Librarian.



COURSES CREDITS

First Quarter

CSCI 140	Introduction to Computers I	4
ENGL 101	English Composition I	4
CSCI 101	Computer Keyboarding	1
CSCI	Elective	3
CSCI 109	Word Processing Lab	1
SOCI	Elective	4

Second Quarter

CSCI	Elective	4
ENGL 102	English Composition II	4
CSCI 141	Introduction to Computers II	4
CSCI	Lab Selection	1
CSCI	Lab Selection	1
SPTH 115	Fundamentals of Effective Speech	3

Third Quarter

CSCI	Lab Selection	1
CSCI	Lab Selection	1
CSCI 142	Introduction to Computers III	4
MATH 115	Business Math or higher	3
CSCI	**Computer Elective	3
ENGL 103	English Composition III	3

Program Total 49

Business Management - 429

Associate of Applied Business Degree

Total Credits: 99/100

Nature of the Profession: Managerial personnel oversee, direct and plan the work of others as well as determine business policy. Entry-level positions are either supervisory or trainee in nature. Supervisors are the largest group and they direct workers' activities in such areas as sales, production, accounting, and purchasing.

Related Job Titles: Several jobs related to the management field are Retail Department Manager; Purchasing Manager; Restaurant, Hotel, or Motel Manager; Credit Manager; and Manager Trainee.



COURSES CREDITS

First Quarter

ACCT 104	Principles of Accounting I	4
ENGL 101	English Composition I	4
BADM 171	Introduction to Business OR	
BADM 203	Fund of Small Business Management	3
CSCI 140	Introduction to Computers I	4
CSCI	Lab Selection	1

Second Quarter

ECON 205	Principles of Microeconomics	4
ACCT 105	Principles of Accounting II	4
BADM 272	Business Communications OR	
ENGL 205	Technical Report Writing	3
ENGL 102	English Composition II	4

Third Quarter

SPTH 115	Fundamentals of Effective Speech	3
ECON 206	Principles of Macroeconomics	4
ACCT 106	Principles of Accounting III	4
BADM 206	Principles & History of Management	3
BADM 276	Public Relations OR	
BADM 103	Introduction to Retailing OR	
BADM 215	Gender & Diversity	3/3/4

Fourth Quarter

ACCT 206	Cost Accounting	3
BADM 251	Business Law I - Legal Environment	3
BADM 204	Marketing	5
BADM 250	Quality Improvement Management OR	
BADM 280	Leadership	4
-----	General Elective	3

Fifth Quarter

BADM 208	Principles of Supervision	4
BADM 252	Business Law II - Contracts	3
BADM 222	Business Finance	4
CSCI	Lab Selection	1
MATH 124	Finite Math OR	
MATH 141	College Algebra	4

Sixth Quarter

BADM 253	Bus Law III - Financial Environment	3
BADM 220	Human Resources Management	5
MATH 281	Introductory Statistics	4
BADM 290	Problems in Business Applications	5

Program Total **99/100**

*Students may choose to review Mathematics during First Quarter.

Management Information Systems Major - 429 A

Associate of Applied Business Degree

Total Credits: 100/101

Nature of the Profession: Information systems and technologies are a vital component of successful businesses and organizations—some would say they are business imperatives. As the value and importance of information systems grows, so does the need for people trained in the administration and management of these systems. A degree in information systems management from Southern State Community College combines skills gained in traditional business classes with the technical expertise needed to manage and administer modern information systems and the people that maintain them. Such administrators often serve as “tech translators” bridging the gap between users of information systems and those that build them.

Related Job Titles: Job titles include systems analyst, application developer, computer support specialist, project manager, and information systems manager.



COURSES CREDITS

First Quarter

CSCI 140	Introduction to Computers I	4
ENGL 101	English Composition I	4
CSCI 109	Word Processing Lab	1
ACCT 104	Principles of Accounting I	4
CSCI 160	Introduction to MIS	4

Second Quarter

CSCI 141	Introduction to Computers II	4
ENGL 102	English Composition II	4
CSCI 111	Database Lab	1
ACCT 105	Principles of Accounting II	4
ECON 205	Principles of Microeconomics	4

Third Quarter

CSCI 142	Introduction to Computers III	4
CSCI 242	Database Administration	4
ECON 206	Principles of Macroeconomics	4
BADM 215	Gender and Diversity OR	4
PHIL 107	Ethics OR	4
BADM 216	Business Ethics	5

Fourth Quarter

CSCI 112	Spreadsheet Lab	1
BADM 251	Business Law I - Legal Environ	3
CSCI 255	Computer Programming Logic	4
BADM 204	Marketing	5
CSCI 150	Operating Systems	3

Fifth Quarter

ENGL 205	Technical Writing	3
BADM 208	Principles of Supervision	4
BADM 252	Business Law II - Contracts	3
CSCI 211	Business on the Internet	4
MATH 124	Finite Math OR	4
MATH 141	College Algebra	4

Sixth Quarter

PSYC 104	Industrial Psychology	3
ACCT 230	Accounting Applications	3
CSCI 240	Systems Analysis	3
CSCI 218	Advanced Spreadsheets	3
MATH 281	Introductory Statistics	4

Program Total **100/101**

**See advisor to select general elective and CSCI electives.

Real Estate - 429 B

Associate of Applied Business Degree

Total Credits: 98

Nature of the Profession: Real estate professionals have a thorough knowledge of residential and commercial property in a given community. They must determine which properties will best fit their clients' needs and budgets. A working knowledge of local zoning and tax laws as well as where to obtain financing for purchase is required in this field. Agents and brokers also act as a medium for price negotiations between buyer and seller.

Related Job Titles: Areas of employment include Salesman, Broker, Developer, Appraiser, Residential Planner, Investment Consultant, and Inspector.



COURSES CREDITS

First Quarter

ACCT 104	Principles of Accounting I	4
ENGL 101	English Composition I	4
BADM 251	Bus Law I - Legal Environment	3
BADM 204	Marketing	5

Second Quarter

ECON 205	Principles of Microeconomics	4
ACCT 105	Principles of Accounting II	4
MATH 124	Finite Math	4
ENGL 102	English Composition II	4

Third Quarter

SPTH 115	Fundamentals of Effective Speech	3
BADM 253	Bus Law III - Financial Environment	3
ACCT 106	Principles of Accounting III	4
ECON 206	Principles of Macroeconomics	4

Fourth Quarter

REST 171	Principles of Real Estate	4
REST 173	Real Estate Law	4
CSCI 140	Introduction to Computers I	4
BADM 272	Business Communications	3
REST 274	Real Estate Brokerage	3

Fifth Quarter

BADM 222	Business Finance	4
BADM 208	Principles of Supervision	4
BADM 252	Business Law II - Contracts	3
REST 271	Real Estate Finance	3
REST 272	Real Estate Appraisal	3

Sixth Quarter

BADM 206	Prin & History of Management	OR
REST 174	Real Estate Math	3
BADM 276	Public Relations	3
BADM 220	Human Resource Management	5
REST 273	Real Estate Seminar	3
-----	General Elective	3

Program Total **98**

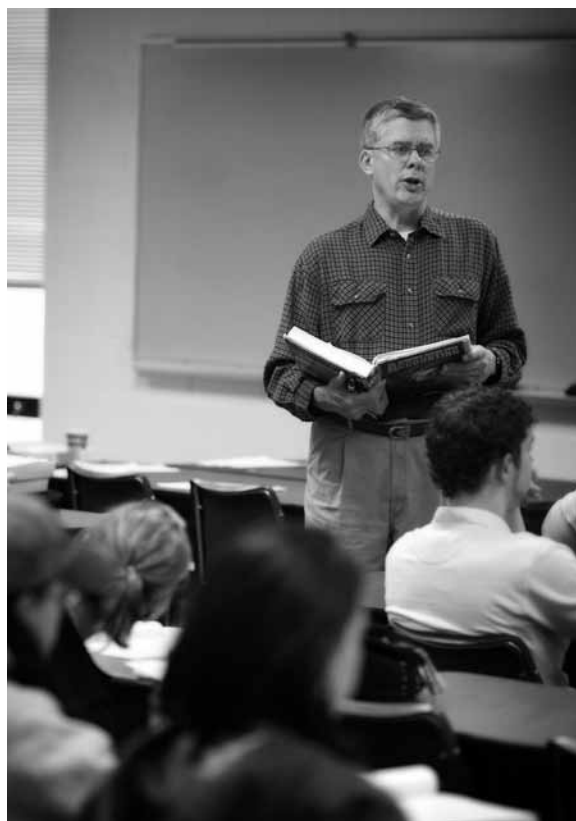
Accounting Major - 429 D

Associate of Applied Business Degree

Total Credits: 99

Nature of the Profession: Accounting personnel compile and analyze business records and prepare financial reports, such as profit and loss statements, balance sheets, cost studies, and tax reports. The major opportunity fields are public accounting, management and government accounting.

Related Job Titles: Some job titles related to the accounting field are Accounting Clerk, Bookkeeper, Bank Teller, Payroll Clerk, Cost Analyst, Auditor, and Tax Accountant.



COURSES CREDITS

First Quarter

ACCT 104	Principles of Accounting I	4
ENGL 101	English Composition I	4
CSCI 101	Computer Keyboarding	1
CSCI 140	Introduction to Computers I	4
-----	**Elective	3

Second Quarter

CSCI	**Lab Selection	1
CSCI	**Lab Selection	1
ACCT 105	Principles of Accounting II	4
MATH 124	Finite Math	4
ENGL 102	English Composition II	4
BADM 272	Business Communications	3

Third Quarter

SPTH 115	Fundamentals of Effective Speech	3
ACCT 208	Managerial Accounting OR	
ACCT 209	Not-for-Profit Accounting	3
ACCT 106	Principles of Accounting III	4
MATH 281	Introductory Statistics	4
PSYC 104	Industrial Psychology	3

Fourth Quarter

ACCT 201	Intermediate Accounting I	3
ACCT 206	Cost Accounting	3
BADM 250	Quality Imp Management OR	
BADM 280	Leadership	4
BADM 251	Business Law I-Legal Environment	3
ACCT 210	Tax Accounting	3

Fifth Quarter

ACCT 202	Intermediate Accounting II	3
BADM 208	Principles of Supervision	4
BADM 252	Business Law II-Contracts	3
BADM 222	Business Finance	4
ECON 205	Principles of Microeconomics	4

Sixth Quarter

ACCT 203	Intermediate Accounting III	3
BADM 290	Problems in Business Applications	5
ACCT 230	Accounting Applications	3
ECON 206	Principles of Macroeconomics	4

Program Total 99

**See your advisor to select electives and CSCI lab selections.

Entrepreneurship - 429 E

Associate of Applied Business Degree

Total Credits: 90

Nature of the Profession: Entrepreneurship is the act of becoming an entrepreneur. It is however, more than just starting a business. It is a process through which people recognize an opportunity and pursue that opportunity by acting pro-actively, building networks, leveraging resources, and taking calculated risks to create value. This is a good program for you if:

- You like to work independently
- You are interested in starting your own business
- You like controlling your own future
- You are not afraid to take calculated risks

Related Job Titles: The Entrepreneurship Degree Program prepares an individual to become a Small Business Owner, Consultant, Chief Executive Office, Chief Operating Officer, General Manager, and Business Coordinator.



COURSES CREDITS

First Quarter

ENGL 101	English Composition I	4
ACCT 104	Principles of Accounting	4
ENTR 102	Opportunity Analysis	4
ENTR150	Introduction to Entrepreneurship	4

Second Quarter

ENTR 108	Effective Small Business Mgt	4
ENTR 110	Fast Track Business Plan	4
ENGL 102	English Composition II	4
CSCI 140	Introduction to Computers I	4

Third Quarter

MATH 124	Finite Math	4
ENTR 120	Innovation and Creativity	4
BADM 216	Business Ethics	5
CSCI	Lab Selection	2

Fourth Quarter

BADM 204	Marketing	5
BADM 280	Leadership	4
ENTR 201	Funding Acquisition for Entrepreneurs	4
CSCI	Lab Selection	1

Fifth Quarter

BADM 208	Principles of Supervision	4
BADM 253	Business Law	3
BADM 272	Business Communications	3
ENTR 280	Consumer Behavior	4

Sixth Quarter

BADM 220	Human Resources Management	5
BADM 199	Internship	4
SPTH 115	Fundamentals of Effective Speech	3
PSYC 104	Industrial Psychology	3

Program Total 90

**See your advisor to select CSCI lab selections.

Entrepreneurship - 429 F

Certificate Program

Total Credits: 43

Nature of the Profession: Entrepreneurship is the act of becoming an entrepreneur. It is however, more than just starting a business. It is a process through which people recognize an opportunity and pursue that opportunity by acting pro-actively, building networks, leveraging resources, and taking calculated risks to create value. This is a good program for you if:

- You like to work independently
- You are interested in starting your own business
- You like controlling your own future
- You are not afraid to take calculated risks

Related Job Titles: The Entrepreneurship Certificate Program prepares an individual to become a Small Business Owner, Store Manager, and Consultant.



COURSES CREDITS

First Quarter

ENGL 101#	English Composition I	4
MATH 115#	Business Math	3
ENTR 102	Opportunity Analysis	4
ENTR 150	Introduction to Entrepreneurship	4

Second Quarter

CSCI Labs#	Lab Selections*	2
ENTR 108	Effective Small Business Mgt	4
ENTR 110	Fast Track Business Plan	4
ENTR 280	Consumer Behavior	4

Third Quarter

CSCI Labs#	Lab Selections*	2
ENTR 120	Innovation and Creativity	4
BADM 216	Business Ethics	5
BADM 272	Business Communications	3

Program Total 43

***Lab Selections:**

- CSCI 109 - Word Processing Lab (1)
- CSCI 111 - Database Lab (1)
- CSCI 112 - Spreadsheet Lab (1)
- CSCI 114 - Business Graphic Lab (1)

#Preparation courses for proficiencies:

- CSCI 101 - Keyboarding (1)
- ENGL 100 - Preparation for College Composition (3)
- MATH 106 - Pre-Algebra (3)

Nursing - 430

Associate of Applied Science Degree

Total Credits: 110

Nature of the Profession: Nature of the

Profession: Registered nurses (RNs) care for the sick and help people stay healthy. They observe, assess, and record symptoms, reactions, and progress. Other duties may include administering medication, assisting in convalescence and rehabilitation, instructing patients and their families in proper care, and helping individuals and groups take steps to improve or maintain their health.

Program Design: The program is accredited by the National League for Nursing Accrediting Commission and has provisional approval of the Ohio Board of Nursing. The program is designed to be completed in seven quarters when taken on a full-time basis. Admission to the Nursing courses requires written acceptance by the Department of Nursing according to the admission requirements listed in the nursing information packet. Students may elect to complete some or all of the general education course requirements (courses without NURS prefix) prior to being admitted into the nursing courses. Continuation in the Nursing Program requires a grade of B or above in all NURS courses and a C or above in all other required courses, including prerequisites.

Admission Pathways: There are two separate pathways regarding the Associate of Applied Science in Nursing Degree, each with their own unique admission criteria: **1)** one for individuals who are NOT practicing LPNs (see Nursing Program Admission Criteria listed at www.sscc.edu) and **2)** a second for individuals who ARE practicing LPNs (please see Nursing Transition pathway information packet for admission criteria and program outline).

Admission Criteria: To be considered for entry into the nursing program, the nursing application and required documentation must be received in the Nursing office by the appropriate deadline date. Priority will be given to those individuals with higher GPA and testing scores.

Please see information packet for application period and deadline dates.

**The following minimum requirements must be completed prior to the deadline for a student to apply to Nursing. Completion of minimum requirements does not guarantee admission.

- Completed nursing application & responsibility form
- High school graduate or GED certificate recipient
- College transcript(s)
- Minimum cumulative GPA of 2.50 in all college coursework
- Completed ACT w/21 or higher composite or TEAS w/71 or higher adjusted individual score (taken within past 2 years)
- High school chemistry or CHEM 120 & 122 (or higher level) with "C" or higher**
- High school algebra or MATH 117 (or higher level) with "C" or higher**
- High school biology or BIOL 104/114 (or higher level) with "C" or higher**
 - BIOL 205 with "C" or higher**
 - BIOL 206 with "C" or higher**

**Current knowledge of prerequisites is expected. Refer to this catalog for any additional requirements of above courses.

Non-nursing courses may be completed prior to entry into the program or during the appropriate quarter of the nursing program.

Incomplete applications will not be considered. It is the responsibility of the applicant to be sure the required information is submitted to the nursing office. Applicants submitting complete application packets will be notified in writing of acceptance or denial of entry into program.

Other recommended courses include: BIOL 210, CHEM 124, and MAST 115.

COURSES		CREDITS
Practical Nursing (Level I) - 67 credit hours		
First Quarter		
BIOL 207	Anatomy and Physiology III	5
ALTH 105	Success for Allied Health Professionals	3
NURS 108	Introduction to Pathophysiology	2
NURS 101	Fundamentals of Nursing	8
Second Quarter		
MATH 135	Allied Health Math	4
PSYC 110	Principles of Psychology	5
NURS 115	Pharmacology I	2
NURS 120	Medical Surgical Nursing I	6
Third Quarter		
ENGL 101	English Composition I	4
NURS 116	Pharmacology II	2
NURS 121	Medical Surgical Nursing II	9
NURS 113	Trends in Nursing	1
Fourth Quarter		
PSYC 111	Life Span Human Development	5
NURS 122	Medical Surgical Nursing III	7
NURS 105	Maternal Newborn Nursing	4
<small>** Upon completion of Level I courses (quarters 1-4), student is eligible to apply for the Practical Nursing Certificate and would also qualify to sit for the NCLEX-PN.</small>		
Associate Degree Nursing (Level II) - 43 credit hours		
Fifth Quarter		
SOCI 170	Introduction to Sociology I	4
NURS 210	Advanced Health Assessment	2
NURS 220	Advanced Concepts in Med Surgical Nursing I	5
NURS 205	Psychiatric Nursing	4
Sixth Quarter		
ENGL 102	English Composition II	4
NURS 221	Adv Concepts in Med Surgical Nursing II	6
NURS 215	Pharmacology III	2
Seventh Quarter		
NURS 230	Directed Nursing Practice	6
PHIL 107	Ethics	4
SOCI 201	Personal & Human Relations	3
-----	Humanities Elective*	3
Program Total		110

*Humanities Elective is any course offered by Fine Arts (FNAR), Foreign Language (FLNG), Speech and Theater (SPTH), Philosophy (PHIL), Literature (ENGL) or ENGL 103.

Curriculum effective Spring 2011

Practical Nursing - 432

Certificate Program

Total Credits: 67

Program Design: The Practical Nursing program is a four-quarter certificate program combining lecture classes, lab practice, and clinical experience designed to prepare the graduate to be eligible to complete the licensure examination (NCLEX-PN) to become a Licensed Practical Nurse. Continuation in the Nursing Program requires a grade of B in all NURS courses or NRSG courses and a C or above in all other required courses, including prerequisites.

To be considered for entry into the nursing program, the nursing application and required documentation must be received in the Nursing office by the appropriate deadline date. Priority will be given to those individuals with higher GPA and testing scores.

Admission Criteria: To be considered for entry into the nursing program, the nursing application and required documentation must be received in the Nursing office by the appropriate deadline date. Priority will be given to those individuals with higher GPA and testing scores.

Please see information packet for application period and deadline dates.

**The following minimum requirements must be completed prior to the deadline for a student to apply to Nursing. Completion of minimum requirements does not guarantee admission.

- Completed nursing application & responsibility form
- High school graduate or GED certificate recipient
- College transcript(s)
- Minimum cumulative GPA of 2.50 in all college coursework
- Completed ACT w/21 or higher composite or TEAS w/71 or higher adjusted individual score (taken within past 2 years)
- High school chemistry or CHEM 120 & 122 (or higher level) with "C" or higher**
- High school algebra or MATH 117 (or higher level) with "C" or higher**
- High school biology or BIOL 104/114 (or higher level) with "C" or higher**
- BIOL 205 with "C" or higher**
- BIOL 206 with "C" or higher**

**Current knowledge of prerequisites is expected. Refer to this catalog for any additional requirements of above courses.

Non-nursing courses may be completed prior to entry into the program or during the appropriate quarter of the nursing program.

Incomplete applications will not be considered. It is the responsibility of the applicant to be sure the required information is submitted to the nursing office. Applicants submitting complete application packets will be notified in writing of acceptance or denial of entry into program.

Other recommended courses include: BIOL 210, CHEM 124, and MAST 115.

COURSES		CREDITS
Practical Nursing (Level I) - 67 credit hours		
First Quarter		
BIOL 207	Anatomy and Physiology III	5
ALTH 105	Success for Allied Health Prof	3
NURS 108	Intro to Pathophysiology	2
NURS 101	Fundamentals of Nursing	8
Second Quarter		
MATH 135	Allied Health Math	4
PSYC 110	Principles of Psychology	5
NURS 115	Pharmacology I	2
NURS 120	Medical Surgical Nursing I	6
Third Quarter		
ENGL 101	English Composition I	4
NURS 116	Pharmacology II	2
NURS 121	Medical Surgical Nursing II	9
NURS 113	Trends in Nursing	1
Fourth Quarter		
PSYC 111	Life Span Human Dev	5
NURS 122	Medical Surgical Nursing III	7
NURS 105	Maternal Newborn Nursing	4
Program Total		67

** Upon completion of Level I courses (quarters 1-4), student is eligible to apply for the Practical Nursing Certificate and would also qualify to sit for the NCLEX-PN.

Curriculum effective Spring 2011

Human and Social Services - 435

Associate of Applied Science Degree

Total Credits: 100

Nature of Work: Human services worker is a generic term for people with various job titles who may play a variety of roles in community service and agency settings. They may assist clients in obtaining benefits and services or assess the needs and establish the eligibility of clients for services. They may organize and lead group activities, assist clients in need of emotional support or crisis intervention, or they may monitor and keep case records on clients and report progress to supervisors. Additionally, human services workers may administer programs such as food banks, emergency fuel programs, or work with senior centers or charities.

Human services workers generally work under the direction of a qualified professional--many times a social worker, professional counselor, program director, or psychologist. The amount of responsibility and supervision they are given varies a great deal, as do actual work duties. Some are on their own most of the time and have little direct supervision; others work under close supervision.

Related Job Titles: Social Work Assistant, Social Services Technician, Assistant Counselor, Family Services Worker, Case Extender, Case Manager, Victim Advocate Associate, MR/DD Adult Services Worker, Gerontology Aide, Residential Treatment Facility Associate, Intake Specialist, Job Coach, Income Maintenance Worker, Senior Center Director, Outreach Worker.

Program Design: The program provides a foundation in social and behavioral sciences which will prepare students for challenging work in a variety of social service settings. Entry level courses in the helping professions such as psychology, cultural diversity, sociology, social problems, and interviewing techniques will be offered. Specialty classes will include substance abuse, case management, counseling, crisis intervention, mental retardation, and gerontology. The program has been designed to meet the course work standards of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board certification as Social Work Assistant. Individuals will be provided opportunities for personal and professional growth through knowledge-based learning, experiential processes, community involvement and 480 hours of practical experience under direct supervision of professionals in local agencies.

Persons pursuing a career in human services should recognize that to be successful, they must be emotionally stable, creative, and flexible. Human services professionals must be able to work effectively with diverse groups of people and individuals with a wide variety of ages, racial and cultural backgrounds, and life situations.

A grade of "C" (2.00) or better is required in all courses for graduation. Any required course in which a grade below a "C" is received must be repeated.

Life experience credit may not be used to fulfill graduation requirements in this program.

COURSES		CREDITS
First Quarter		
ENGL 101	English Composition I	4
HSSR 105	Survey of Substance Abuse	3
PSYC 110	Principles of Psychology	5
HSSR 101	Introduction to Human/Social Services	3
SOCI 107	Introduction to Diversity	3
Second Quarter		
ENGL 102	English Composition II	4
SOCI 170	Introduction to Sociology I	4
PSYC 207	Human Growth & Development	4
HSSR 135	Affective Education & Group Process	3
HSSR 120	Human Services Methods & Procedures	3
Third Quarter		
HSSR 150	Writing in the Helping Professions	3
SOCI 171	Introduction to Sociology II	4
PSYC 275	Abnormal Psychology	4
MATH 115	Business Math	3
HSSR 140	Racial/Cultural Div in Helping Prof	3
Fourth Quarter		
BIOL 104	Human Biology I	4
BIOL 114	Human Biology Lab I	1
HSSR 210	Counseling Theories	4
HSSR 215	Social Gerontology	3
HSSR 271	Human Services Practicum I	3
Fifth Quarter		
CSCI	Lab Selection	1
CSCI	Lab Selection	1
SOCI 231	Juvenile Delinquency	3
HSSR 231	Case Management	3
HSSR 272	Human Services Practicum II	3
HSSR 275	Community Mental Health Issues	3
HSSR 220	Mental Retardation & Dev Disabilities	3
Sixth Quarter		
HSSR 235	Crisis Intervention	3
HSSR 273	Human Services Practicum III	3
SPTH 115	Fundamentals of Effective Speech	3
SOCI 150	Marriage & Family	3
HSSR 211	Counseling Techniques	3
Program Total		100

Chemical Dependency Major - 435A

Human and Social Services - Associate of Applied Science Degree

Total Credits: 104

Nature of Work:

The Human and Social Services Chemical Dependency Major is designed to prepare students for careers in case management and counseling of chemically dependent individuals and their families. Students are prepared for employment in entry level positions in a variety of settings including therapeutic communities, rehabilitation centers, inpatient facilities, residential programs, outpatient clinics, mental health centers, detox units, and other organizations focusing on addictions treatment, education, or prevention. They may organize and lead group activities, assist clients in need of emotional support or crisis intervention, or they may monitor and keep case records on clients and report progress to supervisors. The amount of responsibility and supervision they are given varies a great deal, as do actual job duties.

Related Job Titles:

Case Manager, Caseworker, Chemical Dependency Counselor, Social Work Assistant, Home Visitor, Residential Treatment Facility Associate, Addictions Educator, Intake Specialist.

Program Design:

The program provides students with a foundation in social and behavioral sciences, a focused study in addictions, and career-oriented clinical/practicum experiences leading to the development of competent addictions counselors. The curriculum places strong emphasis on application of knowledge to problems and practices in the fields of human services and chemical dependency treatment, intervention, and prevention. Courses in the program address basic human services and counseling skills, pharmacology and addictions theory, as well as a selection of liberal arts topics to provide a broad understanding of the human experience. Academic and clinical application coursework is built around the knowledge, skills, and competencies necessary to help clients move from life threatening addictions to recovery. Classes focus on the following: psychological and sociological understanding of human interactions; addictive behaviors and various treatments utilized with chemically dependent persons; pharmacological effects of alcohol and other chemicals; understanding the various needs of special populations and their differing help seeking behaviors; ethical issues including confidentiality, appropriate boundaries, and dual relationships; and counseling theory and techniques.

Program requirements address the competencies identified by the Ohio Department of Alcohol and Drug Addiction Services (ODADAS). Graduates will have completed the necessary coursework requirements for eligibility as a Licensed Chemical Dependency Counselor II, a credential awarded by the Ohio Chemical Dependency Professionals Board. Additional requirements for LCDC II include a period of supervised experience, some of which students are expected to complete after graduation from the program. Program graduates planning to work as chemical dependency counselors must apply for and receive this credential in order to practice legally in the State of Ohio. In addition, the program meets the educational requirements of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board certification of Social Work Assistant.

A grade of "C" (2.00) or better is required in all courses for graduation. Any required course in which a grade below "C" is earned must be repeated. Students completing the Chemical Dependency Major must complete their entire practicum experience at a chemical dependency counseling/treatment facility. Life experience credit may not be used to fulfill graduation requirements in this program.

COURSES

CREDITS

First Quarter

ENGL 101	English Composition I	4
PSYC 110	Principles of Psychology	5
SOCI 107	Introduction to Diversity	3
HSSR 101	Introduction to Human/Social Services	3
HSSR 105	Survey of Substance Abuse	3

Second Quarter

ENGL 102	English Composition II	4
PSYC 111	Life Span and Human Development	5
SOCI 170	Introduction to Sociology I	4
HSSR 135	Affective Education & Group Process	3
HSSR 120	Human Services Methods & Procedures	3

Third Quarter

HSSR 150	Writing in the Helping Professions	3
SOCI 171	Introduction to Sociology II	4
PSYC 275	Abnormal Psychology	4
MATH 115	Business Math	3
HSSR 140	Racial/Cultural Div in Helping Prof	3

Fourth Quarter

BIOL 104	Human Biology I	4
BIOL 114	Human Biology Lab I	1
HSSR 206	Chemical Dependency & the Family	3
HSSR 210	Counseling Theories	4
HSSR 207	Psychology of Addiction	3
HSSR 271	Human Services Practicum I	3

Fifth Quarter

BIOL 105	Human Biology II	4
BIOL 115	Human Biology Lab II	1
HSSR 216	Prev, Diagnosis & Treatment of Chem Dep	3
HSSR 231	Case Management	3
HSSR 272	Human Services Practicum II	3
HSSR 275	Community Mental Health Issues	3

Sixth Quarter

SPTH 115	Fundamentals of Effective Speech	3
SOCI 230	Social Problems	3
HSSR 235	Crisis Intervention	3
HSSR 273	Human Services Practicum III	3
HSSR 211	Counseling Techniques	3

Program Total

104

Respiratory Care - 437

Associate of Applied Science Degree

Total Credits: 108

Nature of Profession: Respiratory Care practitioners are members of the health care team who provide respiratory care for patients with heart and lung disorders, under the direction of licensed physicians. The scope of practice of a Respiratory Care practitioner includes: general care, neonatal critical care, pediatric critical care, adult trauma care, diagnostic testing, rehabilitation, home care, education and research.

Program Design: The program is designed to be completed in seven quarters when taken on a full-time basis. Admission to the respiratory courses requires written acceptance by the Program Director according to the admission requirements listed on the special Respiratory Care application. Students may elect to complete some or all of the general education course requirements prior to being admitted into the respiratory courses. Continuation in the Respiratory Care Program requires a grade of C or above in all courses. The cumulative grade point average must be at least a C. There is a time limit on completion of science and respiratory course requirements.

Application Process:

1. Complete the Respiratory Care Program application as well as the SSCC application, if not already completed.
2. Provide an official transcript verifying graduation from an approved high school or copy of GED showing scores received.
3. Provide documentation via official transcript of completion of high school biology, chemistry, and algebra (or equivalent courses). Achieving at least a grade of C is recommended. (If these courses were taken longer than 5 years ago, updating courses are required.)
4. Achieve satisfactory scores required by the Pre-entrance Testing Program.
5. A cumulative college GPA of at least 2.5 or high school GPA of 3.0 is required to enter the program.
6. All applicants must complete 8 hours (total) of job shadowing a Respiratory Therapist in a rural hospital, as well as in an urban hospital. Required forms can be obtained from the Respiratory Care Program Office.
7. Enrollment is limited. Applicants will participate in an interview process with the Respiratory Care Program Director and/or faculty members. Applicants are encouraged to meet with the Program Director prior to application to discuss requirements and objectives of the Respiratory Care Program.
8. After acceptance, and before entering clinical experience, it is important to provide a completed medical examination form and immunization record indicating that the applicant has the physical and emotional stamina to pursue this career. Requests for reasonable accommodations necessary for a student because of disability must be made in writing to the Program Director at least 6 months before the Respiratory Program begins. Current CPR for Healthcare Provider certification, the purchase of student liability insurance, and student uniform are also required.
- 9) It is important for a prospective Respiratory Care student to know that a past felony or misdemeanor conviction may disqualify him/her from taking certification and registry exams (as outlined in Section 4761.04 of the Ohio Revised Code).

COURSES CREDITS

First Quarter

RESP 101	Intro to Respiratory Care & Equipment	4
RESP 102	Cardiopulmonary Anatomy & Physiology	4
BIOL 206	Anatomy & Physiology II	5
PHYS 140	Physics for Allied Health	4

Second Quarter

RESP 107	Pharmacology for the Respiratory Therapist	1
RESP 110	Respiratory Therapeutics I	3
RESP 120	Clinical I	2
BIOL 207	Anatomy & Physiology III	5
MAST 115	Medical Terminology	3
ENGL 101	English Composition I	4

Third Quarter

RESP 111	Respiratory Therapeutics II	4
RESP 121	Clinical II	3
RESP 201	Cardiopulmonary Diseases I	3
RESP 206	Electrocardiography	2
ENGL 102	English Composition II	4

Fourth Quarter

RESP 202	Cardiopulmonary Diseases II	4
RESP 205	Mechanical Ventilation	4
RESP 220	Clinical III	3
PSYC 110	Principles of Psychology	5

Fifth Quarter

RESP 204	Pediatrics and Neonatal	3
RESP 208	Critical Care	4
RESP 221	Clinical IV	3
BIOL 210	Microbiology	5

Sixth Quarter

RESP 207	Pulmonary Diagnostics & Proced.	3
RESP 222	Clinical V	5
PSYC 111	Life Span and Human Development	5

Seventh Quarter

RESP 210	Capstone Course	3
RESP 223	Clinical VI	5
SPTH 115	Fundamentals of Effective Speech	3
CSCI	Options 101, 102, 109, 111, 112, 113, 114	2

Program Total

108

Developmental Classes (*to be completed in quarter of choice*):

- HPER 257 CPR for Healthcare Providers (1)
- HPER 272 Advanced Cardiac Life Support (2)

**Students are required to take the College Placement Assessment before entering the program.

Prerequisite Courses:	Credits	
CHEM 120	Introduction to Chemistry I	4
MATH 117	Elementary Algebra	4
BIOL 205	Anatomy & Physiology I	5
CHEM 122	Introduction to Chemistry II	4

Agriculture Production - 441

Associate of Applied Science Degree

Total Credits: 96-98

Nature of Work: Agriculture is a diverse discipline which requires a combined understanding of many subdisciplines within the field. The exact nature of the profession is dictated by the area of specialization the individual chooses. The options available to a two-year degree recipient include entry level positions with governmental agencies, technical assistance and/or sales positions with the agri-chemical industry or the horticulture industry.

Related Job Titles: Job titles include Field Research Technician, Greenhouse Technician, Feed and/or Seed Salesman, and technical assistance positions.



Technical Electives - See your advisor to select the appropriate electives.

AGRONOMY

AGRI 100	Agriculture Accounting	3
AGRI 101	Agriculture Economics	4
AGRI 173	Principles of Agriculture Marketing I	3
AGRI 174	Principles of Agriculture Marketing II	3
AGRI 199	Seminar	1-9
AGRI 201	Agronomy - Grain Crops	4
AGRI 207	Forage Crops	4
AGRI 239	Field Research Techniques	4

ANIMAL SCIENCE

AGRI 126	Livestock Nutrition	4
AGRI 140	Beef Cattle Management	4
AGRI 142	Swine Management	4
AGRI 145	Livestock Health	4
AGRI 205	Introduction to Animal Science	4

HORTICULTURE

AGRI 114	Introduction to Horticulture	4
AGRI 115	Floral Design I	3
AGRI 116	Floral Design II	3
AGRI 117	Landscape Maintenance	4
AGRI 118	Landscape Design	4
AGRI 119	Greenhouse Management	4
AGRI 121	Plant Propagation I	4
AGRI 122	Plant Propagation II	4
AGRI 123	Plant Materials I	4
AGRI 124	Plant Materials II	4

COURSE CREDITS

First Quarter

BIOL 101	Principles of Biology I	4
BIOL 111	Principles of Biology Lab I	1
AGRI 171	Survey of Agriculture	1
ENGL 101	English Composition I	4
AGRI	Electives	8

Second Quarter

ENGL 102	English Composition II	4
AGRI 247	Economic Entomology	4
AGRI	Electives	8

Third Quarter

BIOL 102	Principles of Biology II	
BIOL 112	Principles of Biology Lab II OR	
BIOL 103	Principles of Biology III	4
BIOL 113	Principles of Biology Lab III	1
MATH 124	Finite Math	4
AGRI 238	Pesticides & Pest Usage	4
AGRI	Electives	4

Fourth Quarter

CHEM 120	Introduction to Chemistry I	4
ACCT 104	Principles of Accounting I OR	
ACCT 110	Office Accounting	4
CSCI	Lab selection	1
CSCI	Lab selection	1
AGRI 208	Agronomy-Soils	4
AGRI 232	Weed Control & Management	4

Fifth Quarter

CHEM 122	Introduction to Chemistry II	4
ENGL 205	Technical Report Writing	3
AGRI 228	Soil Fertility & Fertilizers	4
AGRI	Electives	4

Sixth Quarter

BADM 271	Salesmanship	3
SPTH 115	Fundamentals of Effective Speech	3
AGRI 200/299	Field Experience/Research Project	2-4
AGRI	Electives	4

Program Total **96-98**

Horticulture - 441A

Certificate Program

Total Credits: 51

Nature of Work: Horticulture is concerned with those plants whose cultivation brings rewards, whether in the form of profits or personal pleasure. Garden crops traditionally include fruits, vegetables, and all the plants grown for ornamental purposes, as well as medicinal plants. The aim of horticultural practice is to produce a healthy, growing plant. In order to understand the biological rationale behind these practices the student will gain knowledge of plant relationships, structure, growth, development, and reproduction. The primary purpose of this program is to examine the scientific concepts on which horticulture is based and develop a responsible ecological approach to plant production.

Related Job Titles: This Horticulture Certificate program prepares individuals for positions as Landscaper, Greenhouse Technician, and Gardener.



COURSE		CREDITS
First Quarter		
ENGL 101	English Composition I	4
BIOL 101	Principles of Biology I	4
BIOL 111	Principles of Biology Lab I	1
AGRI 114	Introduction to Horticulture	4
AGRI	Elective*	4
Second Quarter		
AGRI	Elective*	3
CHEM 120	Introduction to Chemistry	4
AGRI 247	Economic Entomology	4
AGRI 123	Plant Materials I	4
MATH 115	Business Math	3
Third Quarter		
AGRI	Electives*	7
BIOL 103	Principles of Biology III	4
BIOL 113	Principles of Biology Lab III	1
AGRI 124	Plant Materials II	4
Program Total		51

*Electives - See your advisor to select the appropriate electives.

AGRI 115	Floral Design I	3
AGRI 116	Floral Design II	3
AGRI 117	Landscape Maintenance	4
AGRI 118	Landscape Design	4
AGRI 119	Greenhouse Management	4
AGRI 121	Plant Propagation I	4
AGRI 122	Plant Propagation II	4
AGRI 200	Field Experience	3
AGRI 207	Forage Crops	4
AGRI 208	Agronomy - Soils	4
AGRI 228	Soil Fert & Fertilizers	4
AGRI 232	Weed Control & Management	4
AGRI 238	Pesticides & Pest Usage	4

Computer Technology - 455

Associate of Applied Science Degree

Total Credits: 95

Nature of the Profession: This program is designed to give the students a choice among the different areas of computer technology. Students choosing this area of study will be able to select classes in the areas of computer technology that are of interest to them. This will allow them to get exposure to a broad range of technology options.

Related Job Titles: Help Desk Technician, Network Technician, Web Developer, Trainer, Software Support Technician, Hardware Support Technician, Junior Analyst, Desktop Support Technician, Network Administrator, Programmer, Consultant, Technical Sales, Technical Writer, Testing Technician, Publications Developer, Software Developer.



Computer Science Electives	Credits
CSCI 101 Computer Keyboarding	1
CSCI 102 Basic Computers and Info Literacy	1
CSCI 135 Help Desk Concepts	3
CSCI 145 Intro to Multimedia	4
CSCI 146 Comp Graph/Animation	4
CSCI 147 Web Page Design	4
CSCI 152 Local Area Networks	4
CSCI 203 Visual Basic I	4
CSCI 204 Visual Basic II	3
CSCI 205 Business Graphics	4
CSCI 206 Basic Programming I	4
CSCI 207 Basic Programming II	3
CSCI 211 Business on Internet	4
CSCI 218 Advanced Spreadsheets	3
CSCI 220 COBOL	4
CSCI 235 Network Administration	4
CSCI 240 Systems Analysis	3
CSCI 245 Comp Arch/Design	4
CSCI 246 PC Trblshoot & Repair	4
CSCI 250 Pascal	4
CSCI 255 Computer Programming Logic	4
CSCI 260 C Programming	4

COURSES CREDITS

First Quarter

CSCI 140	Introduction to Computers I	4
ENGL 101	English Composition I	4
CSCI	Lab Selection	1
CSCI	Lab Selection	1
MATH 118	Intermediate Algebra	4
BADM 171	Introduction to Business	3

Second Quarter

CSCI 141	Introduction to Computers II	4
MATH 124	Finite Math	4
ENGL 102	English Composition II	4
ECON 205	Principles of Microeconomics	4

Third Quarter

ENGL 103	English Composition III	3
CSCI 142	Introduction to Computers III	4
PSYC 104	Industrial Psychology	3
ECON 206	Principles of Macroeconomics	4
CSCI	CSCI Electives	3

Fourth Quarter

SPTH 115	Fundamentals of Effective Speech	3
CSCI	CSCI Electives	4
CSCI	Lab Selection	1
CSCI	Lab Selection	1
SOCI 170	Introduction to Sociology I	4
CSCI 150	Operating Systems	3

Fifth Quarter

BADM 208	Principles of Supervision	4
CSCI	CSCI Electives	7
ENGL 205	Technical Report Writing	3

Sixth Quarter

BADM 220	Human Resources Management	5
CSCI	CSCI Electives	7
-----	General Elective	3

Program Total 95

Computer Technology: Multimedia Major - 455A

Associate of Applied Science Degree

Total Credits: 94

Nature of the Profession: The widespread use of multimedia has made design and programming of materials for software and placement on the Web a necessary proficiency for individuals working with the computer. Expertise in computer graphics and multimedia has become critical for the computer professional. The ability to use presentation software, desktop publishing systems and Web authoring software will allow students to design professional looking software, presentations and Web materials. These individuals can create and assemble multimedia products for corporate interactive training, advertising, and marketing, and apply multimedia technology to assemble graphics, text, sound, and video into meaningful productions.

Related Job Titles: Web Developer, Trainer, Consultant, Publications Developer, Software Developer.



COURSES		CREDITS
First Quarter		
CSCI 140	Introduction to Computers I	4
ENGL 101	English Composition I	4
CSCI	Lab Selection	1
CSCI	Lab Selection	1
FNAR 104	Introduction to the Arts	4
-----	General Elective	4
Second Quarter		
CSCI 141	Introduction to Computers II	4
MATH 124	Finite Math OR	
BADM 208	Principles of Supervision	4
ENGL 102	English Composition II	4
CSCI	Lab Selection	1
CSCI 145	Introduction to Multimedia	4
CSCI 111	Database Lab OR	
CSCI 112	Spreadsheet Lab	1
Third Quarter		
ENGL 103	English Composition III	3
CSCI 142	Introduction to Computers III	4
PSYC 104	Industrial Psychology	3
CSCI 205	Business Graphics	4
Fourth Quarter		
SPTH 115	Fundamentals of Effective Speech	3
CSCI 203	Visual Basic I	4
BADM 171	Introduction to Business	3
CSCI 146	Computer Graphics & Animation	4
Fifth Quarter		
BADM 208	Principles of Supervision OR	
MATH 124	Finite Math	4
CSCI	Computer Science Elective	4
ENGL 205	Technical Report Writing	3
CSCI 211	Business on the Internet	4
Sixth Quarter		
-----	General Elective	7
CSCI 147	Web Page Design	4
CSCI	Computer Science Electives	4
Program Total		94

Computer Technology: Networking Major - 455B

Associate of Applied Science Degree

Total Credits: 93

Nature of the Profession: After students enter the work force they will use their skills to plan, design, implement, troubleshoot and administer computer networks. Employment in this field requires designing, installing, testing and managing local & wide area networks. They will be able to administer and support networks through both hardware and software. They can continue on and prepare for industry certifications in any networking environment they wish.

Related Job Titles: Network Technician, Trainer, Junior Analyst, Network Administrator, Programmer, Consultant, Testing Technician, Software Developer.



COURSES CREDITS

First Quarter

CSCI 140	Introduction to Computers I	4
ENGL 101	English Composition I	4
CSCI	Lab Selection	1
CSCI	Lab Selection	1
-----	General Elective	6

Second Quarter

CSCI 141	Introduction to Computers II	4
MATH 124	Finite Math	4
CSCI	Lab Selection	2
ENGL 102	English Composition II	4
CSCI 211	Business on the Internet	4

Third Quarter

ENGL 103	English Composition III	3
CSCI 142	Introduction to Computers III	4
PSYC 104	Industrial Psychology	3
SPTH 115	Fundamentals of Effective Speech	3

Fourth Quarter

EENG 255	Digital Communications	4
CSCI 255	Computer Programming Logic	4
CSCI 152	LAN	4
CSCI 150	Operating Systems	3

Fifth Quarter

BADM 208	Principles of Supervision	4
CSCI	Computer Science Elective	4
ENGL 205	Technical Report Writing	3
CSCI 234	Server Administration	4

Sixth Quarter

CSCI 240	Systems Analysis	3
CSCI 235	Network Administration	4
CSCI	Computer Science Elective	4
BADM 220	Human Resource & Mgmt	5

Program Total 93

Computer Science Electives	Credits
CSCI 135 Help Desk Concepts	3
CSCI 145 Into to Multimedia	4
CSCI 146 Comp Graphics & Animation	4
CSCI 147 Web Page Design	4
CSCI 171 Java I	4
CSCI 172 Java II	4
CSCI 203 Visual Basic I	4
CSCI 204 Visual Basic II	3
CSCI 205 Business Graphics	4
CSCI 206 Basic Prog I	4
CSCI 207 Basic Prog II	3
CSCI 218 Adv Spreadsheets	3
CSCI 220 COBOL	4
CSCI 246 PC Trblsht & Repair	4
CSCI 250 Pascal	4
CSCI 255 C Programming Logic	4
CSCI 260 C Programming	4

Computer Technology: Technical Support Major - 455C

Associate of Applied Science Degree

Total Credits: 96

Nature of the Profession: Students entering the workforce will have a solid foundation in the principles of electronics, with an emphasis on the installation, maintenance, and repair of computer systems, networks, and associated equipment. They will be able to build, troubleshoot, install and maintain both hardware and software for information systems. These students will be able to provide sales and technical support, or work in a help desk environment.

Related Job Titles: Help Desk Technician, Trainer, Software Support Technician, Hardware Support Technician, Junior Analyst, Desktop Support Technician, Programmer, Consultant, Technical Sales, Technical Writer, Testing Technician, Publications Developer, Software Developer.



Computer Science Electives	Credits
CSCI 145 Into to Multimedia	4
CSCI 146 Comp Graphics/Animation	4
CSCI 147 Web Page Design	4
CSCI 152 Local Area Networks	4
CSCI 203 Visual Basic I	4
CSCI 204 Visual Basic II	3
CSCI 205 Business Graphics	4
CSCI 206 Basic Prog I	4
CSCI 207 Basic Prog II	3
CSCI 211 Business on Internet	4
CSCI 218 Adv Spreadsheets	3
CSCI 220 COBOL	4
CSCI 235 Network Administration	4
CSCI 250 Pascal	4
CSCI 255 C Programming Logic	4
CSCI 260 C Programming	4

COURSES CREDITS

First Quarter

CSCI 140	Introduction to Computers I	4
ENGL 101	English Composition I	4
MATH 120	Technical Math	4
CSCI	Lab Selection	1
CSCI	Lab Selection	1
-----	General Elective	3

Second Quarter

CSCI 141	Introduction to Computers II	4
EENG 105	DC Circuits & Devices	4
ENGL 102	English Composition II	4
CSCI	Computer Science Elective	3
CSCI	Lab Selection	1
CSCI	Lab Selection	1

Third Quarter

ENGL 103	English Composition III	3
CSCI 142	Introduction to Computers III	4
EENG 115	AC Circuits & Devices	4
EENG 205	Digital Electronics	4

Fourth Quarter

CSCI 135	Help Desk Concepts	3
CSCI 245	Computer Architecture & Design	4
EENG 225	Digital Applications	3
BADM 251	Business Law I - Legal Environment	3
CSCI 150	Operating Systems	3

Fifth Quarter

CSCI	Computer Science Electives	7
ENGL 205	Technical Report Writing	3
SPTH 115	Fundamentals of Effective Speech	3
-----	General Elective	3

Sixth Quarter

CSCI 240	Systems Analysis	3
PSYC 104	Industrial Psychology	3
CSCI 246	PC Troubleshooting & Repair	4
BADM 220	Human Resources Management	5

Program Total	96
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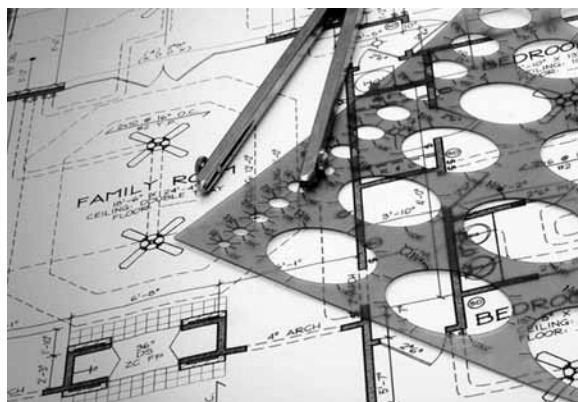
Drafting Design - 460

Associate of Applied Science Degree

Total Credits: 109

Nature of the Profession: Personnel in this area work in careers related to the design and development phases of products and tooling for industry. The draftsman prepares sketches, detail and assembly drawings, design layouts, and tool drawings for a wide variety of industries.

Related Job Titles: Job titles related to drafting/design include Mechanical Draftsman, Electrical Draftsman, Structural Draftsman, Technical Illustrator, Cartographer and Designer.



**General Electives		Credits
SOCI 201	Pers & Human Rel	3
PSYC 110	Prin of Psychology	5
BADM 202	Org Dynamics	3
BADM 250	Qual Impr Mgmt	4
PSYC 104	Industrial Psych	3
SOCI 170, 171	Intro Sociology I, II	4
HIST 110, 111, 112	Am History I, II, III	4
PSCI 104, 105, 106	Am Govt	3
*Technical Electives		Credits
EENG 105	DC Circ & Dev	4
EENG 115	AC Circ & Dev	4
EENG 185	Elect Mach	4
EENG 127	Fluid Power & Con	5
ENDS 145	Com Apps in Engr	4
ENDS 204	Mechanisms	3
ENDS 215	Graph Data Anal	3
ENDS 218	Spec Writing	3
ENDS 221	Machine Design	3
ENDS 236	Arch Drawing	4
ENDS 251	Qual Impr Mgmt II	4
ENDS 260	Intro to Surveying	4

COURSES		CREDITS
First Quarter		
ENDS 100	Introduction to Engineering	3
ENDS 141	Engineering Drawing I	3
ENGL 101	English Composition I	4
MATH 120	Technical Math	4
-----	*Technical Elective	3
Second Quarter		
ENDS 142	Engineering Drawing II	3
CSCI 260	C Programming	4
PHYS 117	Mechanics	4
ENGL 102	English Composition II	4
-----	**General Elective	3
Third Quarter		
ENDS 125	Descriptive Geometry	3
ENDS 143	Elements of Product Design	3
PHYS 115	Heat, Light, Sound	4
ENDS 144	Electrical Drafting	3
ENGL 103	English Composition III	3
Fourth Quarter		
PHYS 121	Electricity & Magnetism	4
SPTH 115	Fundamentals of Effective Speech	3
ENDS 219	Tool Design	3
-----	*Technical Elective	4
Fifth Quarter		
ENDS 230	Computer Graphics I	3
ENDS 220	Jigs & Fixtures	3
ENDS 201	Statics	5
ENDS 235	Technical Illustration	3
ENDS 205	Hydraulics & Pneumatics	4
Sixth Quarter		
ENDS 202	Dynamics	4
ENDS 221	Machine Design	3
ENGL 205	Technical Report Writing	3
-----	**General Elective	3
Seventh Quarter		
ENDS 204	Mechanisms	3
ENDS 203	Strength of Materials	4
ENDS 299	Research Project	3
-----	**General Elective	3
Program Total		109

Computer Assisted Design - 460C

Associate of Applied Science Degree

Total Credits: 111

Nature of the Profession: Computer drafters prepare detailed drawings on computer aided drafting (CAD) systems. Drawings are made on a video screen and might never be placed on paper. These systems can save time from routine drafting work and permit design variations to be easily prepared.

Related Job Titles: Job titles related to computer assisted design include Architect, Engineering Technician, Landscape Architect, Photogrammetrists, and Surveyor.



COURSES **CREDITS**

First Quarter

ENDS 100	Introduction to Engineering	3
ENDS 141	Engineering Drawing I	3
ENGL 101	English Composition I	4
MATH 120	Technical Math	4
ENDS 145	Computer Applications in Engineering	4

Second Quarter

ENDS 142	Engineering Drawing II	3
CSCI 260	C Programming	4
PHYS 117	Mechanics	4
ENGL 102	English Composition II	4

Third Quarter

ENDS 125	Descriptive Geometry	3
ENDS 143	Elements of Production Design	3
PHYS 115	Heat, Light, Sound	4
ENDS 144	Electrical Drafting	3
ENGL 103	English Composition III OR	
ENGL 110	English Composition IV	3

Fourth Quarter

PHYS 121	Electricity & Magnetism	4
SPTH 115	Fundamentals of Effective Speech	3
ENDS 219	Tool Design	3
ENDS 260	Intro to Surveying	4

Fifth Quarter

ENDS 230	Computer Graphics I	3
ENDS 220	Jigs & Fixtures	3
ENDS 201	Statics	5
ENDS 235	Technical Illustration	3
ENDS 205	Hydraulics & Pneumatics	4

Sixth Quarter

ENDS 202	Dynamics	5
ENDS 233	Computer Aided Mfg	4
ENGL 205	Technical Report Writing	3
ENDS 231	Computer Graphics II	4

Seventh Quarter

ENDS 232	Computer Graphics III	4
ENDS 203	Strength of Materials	4
ENDS 299	Research Project	3
-----	*General Elective	3

Program Total **111**

*General Electives		Credits
SOCI 201	Personal & Human Relations	3
PSYC 110	Principles of Psychology	5
BADM 202	Organizational Dynamics	3
BADM 250	Quality Improvement Mgmt	4
PSYC 104	Industrial Psychology	3
SOCI 170, 171	Introduction to Sociology I, II	4
HIST 110, 111, 112	American History I, II, III	4
PSCI 104, 105, 106	American Government	3

Electrical/Electronics Technology - 470

Associate of Applied Science Degree

Total Credits: 98

Nature of the Profession: Engineering technicians work in various engineering and manufacturing companies using the principles and theories of science, engineering, and mathematics. They may prepare specifications for materials, test for quality control, study ways to improve manufacturing efficiency, supervise production workers, work as field representatives, install and repair technical equipment, or write repair and operation manuals.

Related Job Titles: Job titles relating to Electrical/Electronics Technology include Instrumentation Calibration and Repair Technician, Technical Writer, Sales Technician, and Research and Test Technician.



COURSES CREDITS

First Quarter

ENDS 100	Intro to Engineering Technology	3
ENDS 141	Engineering Drawing I	3
ENGL 101	English Composition I	4
MATH 120	Technical Math	4
ENDS 145	Computer Applications in Engineering	4

Second Quarter

EENG 105	DC Circuits & Devices	4
CSCI 260	C Programming	4
PHYS 117	Mechanics	4
ENGL 102	English Composition II	4

Third Quarter

EENG 115	AC Circuits & Devices	4
ENGL 103	English Composition III OR	
ENGL 110	English Composition IV	3
PHYS 115	Heat, Light, Sound	4
EENG 205	Digital Electronics	4
ENDS 144	Electrical Drafting	3

Fourth Quarter

EENG 215	Analog Circuits & Devices	5
EENG 225	Digital Applications	3
EENG 255	Digital Communications	4
CSCI 245	Computer Arch & Design	4

Fifth Quarter

EENG 245	Analog Applications	3
ENGL 205	Technical Report Writing	3
EENG 185	Electrical Machinery	4
EENG 285	Manufacturing Control Systems	5

Sixth Quarter

EENG 299	Research Project	3
PSYC 104	Industrial Psychology	3
-----	Technical Elective	3
-----	General Elective	3
SPTH 115	Fund of Effective Speech	<u>3</u>

Program Total 98

**Electives to be approved by advisor.

Technical Elective Courses	Credits
EENG 103 Industrial Electricity I	5
EENG 104 Industrial Electricity II	5
EENG 127 Fluid Power & Control	5
EENG 200 Industrial Instrumentation	5
EENG 203 Industrial Electronics	5
EENG 207 Industrial Computer Applications	5
EENG 235 Electronic Communications Systems	4
EENG 265 Microprocessor Systems	5
EENG 270 Robotics	3
EENG 275 Robotic Systems	5
EENG 285 Manufacturing Control Systems	5

Electronic Information Systems Major - 470F

Associate of Applied Science Degree

Total Credits: 99

Nature of the Profession: Engineering technicians work in various engineering and manufacturing companies using the principles and theories of science, engineering, and mathematics. They may prepare specifications for materials, test for quality control, study ways to improve manufacturing efficiency, supervise production workers, work as field representatives, install and repair technical equipment, or write repair and operation manuals. This major includes preparation for installation and maintenance of computer systems and networks.

Related Job Titles: Job titles relating to Electrical/Electronics Technology include Instrumentation Calibration and Repair Technician, Technical Writer, Sales Technician, and Research and Test Technician.



COURSES		CREDITS
First Quarter		
ENGL 101	English Composition I	4
MATH 120	Technical Math	4
ENDS 145	Comp Applications in Engineering	4
ENDS 100	Intro to Engineering Technology	3
ENDS 141	Engineering Drawing I	3
Second Quarter		
EENG 105	DC Circuits & Devices	4
EENG 152	Local Area Networks	4
ENGL 102	English Composition II	4
PHYS 117	Mechanics	4
Third Quarter		
EENG 115	AC Circuits & Devices	4
EENG 205	Digital Electronics	4
ENGL 103	English Composition III OR	
ENGL 110	English Composition IV	3
PHYS 115	Heat, Light, Sound	4
ENDS 144	Electrical Drafting	3
Fourth Quarter		
EENG 215	Analog Circuits & Devices	5
EENG 225	Digital Applications	3
EENG 255	Digital Communications	4
CSCI 245	Computer Architecture and Design	4
Fifth Quarter		
EENG 245	Analog Applications	3
ENGL 205	Technical Report Writing	3
CSCI 260	C Programming	4
-----	** General Elective	3
SPTH 115	Fundamentals of Effective Speech	3
Sixth Quarter		
EENG 299	Research Project	3
PSYC 104	Industrial Psychology	3
CSCI 235	Network Administration	4
CSCI 246	PC Troubleshooting and Repair	4
-----	**Technical Elective	1
Program Total		99

**Consult your academic advisor for choice of general and technical electives.

Early Childhood Education - 485

Associate of Applied Science Degree

Total Credits: 98

Nature of Work: Early childhood professionals are responsible for planning daily programs, providing caring and nurturing environments, and utilizing community resources to enrich programs and to support the needs of young children and their families.

Related Job Titles: Pre-kindergarten Teacher, Associate Teacher, Preschool/Child Care Teacher, Nanny, Infant/Toddler Caregiver, or Children's Activities Coordinator for hospitals, group homes, resorts, etc.

Note: The Early Childhood Education degree does not include certification for public school pre-Kindergarten classrooms. Most courses required for Early Childhood Education are included in the current articulation agreements with select surrounding colleges and universities. See program advisor for complete details.



COURSES **CREDITS**

First Quarter

PSYC 110	Principles of Psychology	5
EDUC 240	Intro to Early Childhood Education	3
ECED 110	Music for Young Child	4
ENGL 101	English Composition I	4
ECED 245	Observation/Assessment of Children	2

Second Quarter

SOCI 150	Marriage and Family	3
MATH 115	Business Math	3
ENGL 102	English Composition II	4
ECED 115	Body Management	3
ECED 118	ECE: Social Development	4

Third Quarter

ENGL 103	English Composition III	3
EDUC 230	Children and Books	4
EDUC 243	Survey of Exceptional Child/Adult	4
ECED 120	Lang/Literacy Dev Young Child	2
SPTH 115	Fundamentals of Effective Speech	3

Fourth Quarter

PSYC 207	Human Growth & Development	4
ECED 210	Admin of Early Childhood Ed	3
ECED 215	Play & Early Childhood Dev	4
ECED 217	Sci & Math Exp Young Child	4
ECED 220	Comm Disease/Chd Abuse Rec	2

Fifth Quarter

ECED 240	Early Childhood Practicum I	2
ECED 230	Early Childhood Seminar I	2
LSCI 201	Prod of Instructional Mater	4
ECED 225	Art and Young Child	3
-----	Elective (ECED 213, 219, EDUC 234)	3

Sixth Quarter

HPER 256	First Aid	3
ECED 241	Early Childhood Practicum II	2
ECED 231	Early Childhood Seminar II	2
ECED 218	Infant/Child Nutrition/Hlth	2
ECED 235	Community Resources	2
ECED 228	Parent Involvement in Edu	2
-----	Humanities Elective	3

Program Total **98**

Paraprofessional Education - 486

Associate of Applied Science Degree

Total Credits: 99/100

Nature of Work: This degree is designed to prepare competent and highly qualified paraprofessionals for the implementation of curriculum and services in a variety of educational settings. In addition to general and technical education courses, the student will participate in field placements in the public schools. The degree will also provide a pathway to baccalaureate level education, if the candidate desires.

Related Job Titles: Paraprofessionals in education (teacher's aides) in both regular and special education classroom settings.



COURSES		CREDITS
First Quarter		
ENGL 101	English Composition I	4
EDUC 101	Introduction to Education	4
PSYC 110	Principles of Psychology	5
ECED 245	Obser/Assess of Children	2
Second Quarter		
ENGL 102	English Composition II	4
EDUC 102	Foundations of Education	5
EDUC 234	Technology in Education	4
ECED 118	Early Childhood Social Dev	4
Third Quarter		
ENGL 103	English Composition III	3
EDUC 243	Surv of Exceptional Child/Adult	4
ECED 120	Language/Lit Dev in Young Child	2
ECED 228	Parent Involvement	2
SPTH 115	Fundamentals of Effective Speech	3
EDUC 124	Seminar I	2
EDUC 125	Practicum I	2
Fourth Quarter		
BIOL 125	Environmental Science	4
SOCI 170	Introduction to Sociology	4
PSYC 207	Human Growth & Dev	4
MATH 118	Intermediate Algebra	4
Fifth Quarter		
PHYS 101	Intro to Physical Science	4
EDUC 260	Teaching in a Diverse Society	4
FNAR 104	Introduction to the Arts	4
MATH 124	Finite Math	4
Sixth Quarter		
EDUC 220	Foundation of Literacy	4
ECED 235	Community Resources	2
PSYC 241	Educational Psychology	4
-----	*Humanities Elective	3/4
EDUC 224	Seminar II	2
EDUC 225	Practicum II	2
Program Total		99/100

*Humanities elective may be taken from transfer module courses.

Medical Assisting - 492

Associate of Applied Science Degree

Total Credits: 102

Nature of Profession: The Medical Assistant is trained to work primarily in a physician's office. They may choose to work as a receptionist in a hospital or physician's office, a transcriptionist, insurance specialist, financial secretary, billing and collection specialist, laboratory assistant, or a clinical assistant involved in patient care.

Related Occupations: Medical Receptionist, Computerized Medical Office Management, Medical Records Clerk, Transcription, Clinical Assistant, Lab Assistant, Out-patient Clinics Medical Assistants, or X-ray Aide.

Program Design: All courses with the prefix of MAST must be completed with a grade of "B" or better.

Health Requirements: A complete medical examination using required forms is required within the six months preceding entrance to the clinical practice courses of the Medical Assisting Program. The medical exam includes required tests and immunizations which are necessary to protect both students and patients according to the policies of the clinical facilities of the Program.

Required: General physical exam form signed by physician. Negative 2-step TB Test (Skin or Chest X-ray). Document rubella immunity or vaccine.

Strongly Recommended: Tetanus Varicella and Flu immunization. Hepatitis B Immunization

A repeat TB skin test or chest x-ray is required prior to the beginning of the second year of Medical Assisting.

Students may not attend clinical practice until ALL health requirements are met and on file in the Department of Medical Assisting, background check is complete, and proof of insurance shown.

General Practicum Requirements Background checks - A student in any Allied Health Science Program at Southern State Community College must submit to a background check with the college representative. The background check is at no extra charge since it is covered by the lab fees for the practicum. The student has a continuous obligation to report any criminal conviction that may impact his/her ability to participate in clinical experiences to the program director within 30 days of its occurrence or entrance into a program. Failure to do so, or to comply with any other aspect of the background check policy, may result in immediate dismissal from the program.

COURSES CREDITS

First Quarter

BIOL 104	Human Biology I	4
BIOL 114	Human Biology Lab I	1
CSCI 101	Computer Keyboarding	1
MAST 101	Intro to Medical Assisting	3
MAST 115	Medical Terminology	3
MAST 111	Med Administrative Procedures	4

Second Quarter

CSCI 109	Word Processing Lab	1
CSCI 111	Database Lab	1
ENGL 101	English Composition I	4
MAST 118	Human Diseases	3
MAST 125	Clinical Practicum	1
BIOL 105	Human Biology II	4
BIOL 115	Human Biology Lab II	1
MAST 130	Pharmacology I	3

Third Quarter

MATH 135	Allied Health Math	4
MAST 140	Clinical Procedures I	4
MAST 126	Clinical Practicum	1
ENGL 102	English Composition II	4
PSYC 110	Principles of Psychology	5

Fourth Quarter

MAST 215	Medical Laboratory Techniques	5
MAST 212	Medical Transcription I	4
MAST 225	Clinical Practicum	1
MAST 240	Clinical Procedures II	4
MAST 218	Medical Ins Billing & Coding I	3

Fifth Quarter

MAST 209	Comp Appl for Medical Office	3
ACCT 110	Office Accounting	4
MAST 230	Pharmacology	3
MAST 219	Medical Ins Billing & Coding II	4
MAST 214	Adv Medical Term & Transcription	3

Sixth Quarter

MAST 205	Medical Law & Ethics	3
MAST 220	Emergency Medical Procedures	4
MAST 226	Clinical Practicum	1
PSYC 111	Life Span & Human Development	5
SPTH 115	Fundamentals of Effective Speech	3

Program Total **102**

It is strongly recommended for students within Medical Assisting to meet with an academic advisor within the program every quarter to ensure they are taking classes in sequence. Not meeting with a Medical Assisting program advisor may result in a student being unable to finish their degree in a timely manner.

Medical Transcription - 492A

Certificate Program

Total Credits: 47

Nature of Profession: The Medical Transcriptionist is trained to work as a transcriptionist in a variety of health care settings.

Related Occupations: Medical Receptionist, Medical Records Clerk.

Program Design: All courses with the prefix MAST must be completed with a grade of "B" or better.



COURSES		CREDITS
First Quarter		
BIOL 104	Human Biology I	4
BIOL 114	Human Biology Lab I	1
CSCI 101	Computer Keyboarding	1
CSCI 109	Word Processing Lab	1
MAST 115	Medical Terminology	3
MAST 212	Medical Transcription I	4
ENGL 101	English Composition I	4
Second Quarter		
MAST 118	Human Diseases	3
BIOL 105	Human Biology II	4
BIOL 115	Human Biology Lab II	1
MAST 130	Intro to Pharmacology	3
MAST 214	Adv Medical Term & Transcription	3
Third Quarter		
MATH 117	Elementary Algebra	4
MAST 217	Medical Transcription III	3
ENGL 102	English Composition II	4
CSCI 111	Database Lab	1
ALTH 260	Capstone	3
Program Total		47

Phlebotomy - 492B

Certificate Program

Total Credits: 46

Nature of Profession: A Phlebotomist is trained to work primarily in a hospital and is depended upon to acquire quality blood specimens from the patient by performing venipuncture and capillary sticks.

Program Design: All courses with the prefix of MAST and ALTH must be completed with a grade of "B" or better.

Health Requirements: A complete medical examination using required forms is required within the six months preceding entrance to the clinical practice courses of the Medical Assisting Program. The medical exam includes required tests and immunizations which are necessary to protect both students and patients according to the policies of the clinical facilities of the Program.

Required: General physical exam form signed by physician. Negative 2-step TB Test (Skin or Chest X-ray). Document rubella immunity or vaccine.

Strongly Recommended: Tetanus Varicella and Flu immunization. Hepatitis B Immunization

A repeat TB skin test or chest x-ray is required prior to the beginning of the second year of Medical Assisting.

Students may not attend clinical practice until ALL health requirements are met and on file in the Department of Medical Assisting, background check is complete, and proof of insurance shown.

General Practicum Requirements

Background checks

A student in any Allied Health Science Program at Southern State Community College must submit to a background check with the college representative. The background check is at no extra charge since it is covered by the lab fees for the practicum. The student has a continuous obligation to report any criminal conviction that may impact his/her ability to participate in clinical experiences to the program director within 30 days of its occurrence or entrance into a program. Failure to do so, or to comply with any other aspect of the background check policy, may result in immediate dismissal from the program.

COURSES

First Quarter

COURSE	COURSE	CREDITS
BIOL 104	Human Biology I	4
BIOL 114	Human Biology Lab I	1
CSCI 101	Computer Keyboarding	1
MAST 115	Medical Terminology	3
ENGL 101	English Composition I	4
ALTH 101	Introduction to Allied Health	3

Second Quarter

MAST 118	Human Disease Process	3
BIOL 105	Human Biology II	4
BIOL 115	Human Biology Lab II	1
MAST 215	Medical Lab Techniques	5
MATH 117	Elementary Algebra	4

Third Quarter

ALTH 201	Phlebotomy Technology	4
ALTH 225	Phlebotomy Practicum	2
MAST 205	Medical Law & Ethics	3
MAST 220	Emergency Procedures	4

Program Total

46

Pharmacy Technician - 492C

Certificate Program

Total Credits: 45

Nature of Profession: A Pharmacy Technician is trained to work primarily in either a hospital pharmacy or retail pharmacy. The Pharmacy Technician receives written prescription or refills for medications and verifies that the information is correct and complete. The Pharmacy Technician prepares medications for clients by measuring, mixing of medications, counting, labeling, and recording amounts and dosages under the direct supervision of a Pharmacist. The Pharmacy Technician also has administrative duties such as answering telephones, entering prescriptions into the computer, and maintaining security and proper storage for medications.

Related Occupations: Pharmaceutical Care Associate, Pharmacy Aide, Pharmacy Assistant, Pharmacy Clerk.

Program Design: All courses with the prefix of MAST and ALTH must be completed with a grade of "B" or better.

Health Requirements: A complete medical examination using required forms is required within the six months preceding entrance to the clinical practice courses of the Medical Assisting Program. The medical exam includes required tests and immunizations which are necessary to protect both students and patients according to the policies of the clinical facilities of the Program.

Required: General physical exam form signed by physician. Negative 2-step TB Test (Skin or Chest X-ray). Document rubella immunity or vaccine.

Strongly Recommended: Tetanus Varicella and Flu immunization. Hepatitis B Immunization

A repeat TB skin test or chest x-ray is required prior to the beginning of the second year of Medical Assisting.

Students may not attend clinical practice until ALL health requirements are met and on file in the Department of Medical Assisting, background check is complete, and proof of insurance shown.

General Practicum Requirements Background checks - A student in any Allied Health Science Program at Southern State Community College must submit to a background check with the college representative. The background check is at no extra charge since it is covered by the lab fees for the practicum. The student has a continuous obligation to report any criminal conviction that may impact his/her ability to participate in clinical experiences to the program director within 30 days of its occurrence or entrance into a

COURSES		CREDITS
First Quarter		
BIOL 104	Human Biology I	4
BIOL 114	Human Biology Lab I	1
CSCI 101	Computer Keyboarding	1
MAST 115	Medical Terminology	3
ALTH 101	Introduction to Allied Health	3
ALTH 121	Introduction to Pharmacy Tech	3
Second Quarter		
MAST 118	Human Diseases	3
BIOL 105	Human Biology II	4
BIOL 115	Human Biology Lab II	1
MATH 135	Allied Health Mathematics	4
ALTH 122	Pharmacy Technician	3
Third Quarter		
ENGL 101	English Composition I	4
ALTH 123	Pharmacy Technician	3
ALTH 125	Pharmacy Technician Practicum I	1
MAST 205	Medical Law & Ethics	3
MAST 220	Emergency Procedures	4
Program Total		45

program. Failure to do so, or to comply with any other aspect of the background check policy, may result in immediate dismissal from the program.

Billing and Coding Specialist - 492D

Certificate Program

Total Credits: 50

Nature of Profession: A Billing & Coding Specialist is trained to work in a variety of healthcare facilities such as hospitals, physician offices, nursing homes, durable medical equipment companies, and clinics. The Billing & Coding Specialist receives written documentation and transforms the information into diagnostic and procedural codes, verifies that the information is correct and complete, submits insurance claims for processing and provides follow up to ensure timely reimbursement. A Billing & Coding Specialist collects revenues from insurance companies, third party claims and patients. The Billing & Coding Specialist may obtain preauthorization from insurance companies for patients requiring certain medical procedures. Other duties include, administrative duties such as answering telephones, corresponding with patients, managing office supplies, handling minor accounting for office, entering data into a computer, and maintaining HIPAA compliance.

Related Job Titles: Medical Biller, Medical Assistant, Medical Office Manager

Program Design: All courses with the prefix of MAST and ALTH must be completed with a grade of "B" or better.

COURSES		CREDITS
First Quarter		
CSCI	Elective	1
BIOL 104	Human Biology I	4
BIOL 114	Human Biology Lab I	1
MAST 111	Medical Admin Procedures	4
MAST 115	Medical Terminology	3
MAST 218	Med. Insur. Billing & Coding I	3
Second Quarter		
MAST 118	Human Diseases	3
BIOL 105	Human Biology II	4
BIOL 115	Human Biology Lab II	1
MATH 117	Elementary Algebra	4
MAST 219	Med. Insur. Billing & Coding II	4
Third Quarter		
ENGL 101	English Composition I	4
ALTH 230	Med. Insur. Billing & Coding III	3
ALTH 231	Capstone Billing and Coding	2
MAST 130	Pharmacology	3
MAST 205	Medical Law and Ethics	3
ALTH 160	Electronic Health Records OR	
MAST 209	Computer Applications	3
Program Total		50



Law Enforcement - 493

Associate of Applied Science Degree

Total Credits: 90

Nature of the Profession: Law Enforcement Professionals work in a variety of environments which require the ability to conduct investigations, to provide security and service, and to communicate with varied constituencies. A broad working knowledge of criminal and civil law, especially in regard to police procedure, is required. A large number of new and replacement personnel in Law Enforcement are projected to be needed for the next decade.

Related Job Titles: Patrol Officer, Detective, Bailiff, Criminal Investigator, Sheriff and Sheriff's Deputy.



COURSES		CREDITS
First Quarter		
LENF 101	Introduction to Law Enforcement	3
ENGL 101	English Composition I	4
PSYC 110	Principles of Psychology	5
PSCI 104	Amer Government-Amer Democracy	3
Second Quarter		
LENF 102	Basic Law Enforcement I	8
ENGL 102	English Composition II	4
PSCI 105	American Government-Policy Making	3
Third Quarter		
LENF 103	Basic Law Enforcement II	7
-----	MATH elective (118, 124, 141, 160, 221)	4/5
-----	Technical Elective	4
Fourth Quarter		
SOCI 230	Social Problems	3
SOCI 231	Juvenile Delinquency	3
SPTH 115	Fundamentals of Effective Speech	3
-----	Technical Elective	4
CSCI	Computer Science Electives	2
Fifth Quarter		
SOCI 232	The Criminal Justice System	3
LENF 233	Criminal Investigation	3
CSCI	Computer Science Electives	2
-----	Technical Electives	8
Sixth Quarter		
LENF 234	Constitutional Criminal Procredures	3
LENF 235	Internship	3
BADM	BADM Elective	3/5
	<i>(BADM 276 or 220 preferred)</i>	
-----	General Elective	4
Program Total		90

Technical Electives

Any course from BADM, CSCI, CORR, HSSR, LENF.

General Electives

Any course from FLNG, PSYC, SOCI, ECON.

Private Security - 493A

Certificate Program

Total Credits: 46

Nature of the Profession: Security guards, also called security officers, patrol and inspect property to protect against fire, theft, vandalism, terrorism, and illegal activity and are the first responders on the premises. These workers protect their employer's investment, enforce laws on the property, and deter criminal activity and other problems. They use radio and telephone communications to call for assistance from police, fire, or emergency medical services as the situation dictates. Security guards write comprehensive reports outlining their observations and activities during their assigned shift. They also may interview witnesses or victims, prepare case reports, and testify in court.

All security officers must show good judgment and common sense, follow directions, testify accurately in court, and follow company policy and guidelines. In an emergency, they must be able to take charge and direct others to safety. In larger organizations, a security manager might oversee a group of security officers. In smaller organizations, however, a single worker may be solely responsible for all security.

Related Job Titles: Security Guard, Security Officer, Armored Car Guard, Gaming Surveillance Officer, Surveillance Agent, Financial Institution Enforcement Agent, Amusement Park Security, Corporate Security .

Please Note:

- Students wishing to enroll in this program can not have a felony or domestic violence conviction.
- Students can not be under a weapons disability or have any pending criminal charges.
- Students must be 18 years of age before fire arms training.

COURSES

CREDITS

First Quarter

LENF 104	Private Security	12
SOCI 230	Social Problems	3

Second Quarter

CORR 115	Interviewing & Interpersonal Comm	3
ENGL 101	English Composition I	4
PSYC 110	Principles of Psychology	5
PSCI 104	Amer Gov. - Amer Democracy	3

Third Quarter

ENGL 102	English Composition II	4
LENF 108	Introdcutio n to Terrorism	3
LENF 235	Internship	3
SOCI 231	Juvenile Delinquency	3
PSCI 105	Amer Gov - Policy Making	3

Program Total

46



Emergency Medical Services-Paramedic - 494

Associate of Applied Science Degree

Total Credits: 110

Nature of the Profession: Emergency Medical Services (EMS) personnel, under the direction of a physician, provide emergency medical care primarily in the out-of-hospital environment. They complete a comprehensive assessment and provide initial management to patients of all ages with a variety of medical and traumatic conditions. Patient management requires the ability to perform a number of skills ranging from splinting and bandaging to advanced airway procedures and defibrillation.

Program Design: Accredited by the Ohio Department of Public Safety, Division of EMS, the Emergency Medical Services program offers these options:

- 1) EMT-Basic Certification - This single course option (EMTP 101) provides the student with the necessary material to be eligible to sit for the State of Ohio certifying examination for EMT-Basic.
- 2) Paramedic Certification - This course sequence (EMTP 106, 110, 120, 214, 224, 215, 225, 216, 217, 226) provides the student who already holds a minimum of EMT-Basic certification with the necessary material to be eligible to sit for the State of Ohio certifying examination for EMT-Paramedic.
- 3) A.A.S. Degree in EMS - This sequence includes the EMT-Basic and Paramedic certification material as well as additional science, humanities, and technical courses. This program may be completed in seven quarters of full-time study. Many students, however, pursue the degree on a part-time basis.

Admission to Emergency Medical Services courses requires acceptance by the EMS program director according to the program admission requirements. Students may elect to complete some or all of the general education course requirements prior to being accepted into the EMS courses. Continuation in the EMS program requires a grade of "C" or above in all general education classes and a "B" in all EMS classes.

Application Process:

The application process and admission requirements are as follows:

- 1) Complete general college admissions procedures.
- 2) Complete the Emergency Medical Services program application available from the EMS office.
- 3) Provide a copy of current EMS certification card if applicable.
- 4) Provide a copy of current CPR course completion card if applicable.
- 5) Schedule a meeting with a member of the full-time EMS faculty.

Enrollment in EMS courses is limited. Applicants are accepted on a first-come, first served basis after the above criteria are met.

After acceptance, but before beginning their clinical experience, students will be required to:

- 1) Provide medical examination and immunization information on our form indicating they meet the health requirements for clinical experiences.
- 2) Complete a criminal background record check with results acceptable for placement in clinical experiences.
- 3) Complete a standard drug screen with results acceptable for placement in clinical experiences.
- 4) Purchase student liability insurance.
- 5) Purchase the required student uniform.
- 6) Maintain current CPR certification.

COURSES CREDITS

First Quarter

BIOL 205	Anatomy & Physiology I	5
EMTP 101 ●	Emergency Med Technician-Basic	10

Second Quarter

BIOL 206	Anatomy & Physiology II	5
ENGL 101	English Composition I	4
EMTP 106 ●	Success for EMS Professionals	5
EMTP 107	Issues in EMS	3

Third Quarter

ENGL 102	English Composition II	4
BIOL 207	Anatomy & Physiology III	5
EMTP 110 ●	Paramedic Theory & Practice I	6
EMTP 120 ●	Paramedic Clinical I	3

Fourth Quarter

EMTP 214 ●	Paramedic Theory & Practice II	7
EMTP 224 ●	Paramedic Clinical II	3
MATH 135	Allied Health Math	4

Fifth Quarter

PSYC 110	Principles of Psychology	5
EMTP 215 ●	Paramedic Theory & Practice III	7
EMTP 225 ●	Paramedic Clinical III	3

Sixth Quarter

PSYC 111	Life Span and Human Development	5
EMTP 216 ●	Paramedic Theory & Practice IV	5
EMTP 217 ●	Preparation for Paramedic Cert.	3
EMTP 226 ●	Paramedic Clinical IV	3

Seventh Quarter

PHIL 101	Introduction to World Philosophy	OR
PHIL 102	Introduction to Western Philosophy	4
SOCI 170	Introduction to Sociology I	OR
SOCI 171	Introduction to Sociology II	4
EMTP 220	Advanced Topics in EMS	7

Program Total

110

● Indicates courses needed for EMT-Basic Certification

● Indicates courses needed for Paramedic Certification

Note: A felony or misdemeanor may disqualify a candidate from being certified by the State of Ohio.

BIOL 205 has a prerequisite of High School Biology or BIOL 104 and 114.

Corrections - 495

Associate of Applied Science Degree

Total Credits: 95

Nature of the Profession: Corrections professionals work in a variety of environments, including prisons, probation, parole, and corrections agencies. Specialized training and knowledge are essential for today's corrections professional. Corrections professionals must be able to use discretion during a spectrum of events.

Related Job Titles: Corrections Officer, Probation Officer, Parole Officer.



COURSES CREDITS

First Quarter

ENGL 101	English Composition I	4
PSCI 104	Amer Gov-Amer Democracy	3
CSCI 101	Computer Keyboarding	1
CSCI 109	Word Processing Lab	1
CORR 101	Introduction to Corrections	3
CORR 115	Interviewing & Interpersonal Comm	3

Second Quarter

ENGL 102	English Composition II	4
PSCI 105	Amer Gov-Policy Making	3
PSYC 110	Principles of Psychology	5
SOCI 170	Introduction to Sociology I	4
CSCI 111	Database Lab	1

Third Quarter

ENGL 103	English Composition III	3
SOCI 171	Introduction to Sociology II	4
CORR 125	Criminal Law	3
CORR 201	Criminology	3
HSSR 105	Survey of Substance Abuse	3

Fourth Quarter

SOCI 230	Social Problems	3
SOCI 231	Juvenile Delinquency	3
SOCI 107	Introduction to Diversity	3
CORR 215	Ethics and Professionalism	3
CORR 225	Legal Issues in Corrections	3

Fifth Quarter

SOCI 232	The Criminal Justice System	3
CORR 230	Critical Incident Management	3
CORR 235	Current Issues in Corrections	3
CORR 221	Victimology	3
MATH 118	Intermediate Algebra OR	
MATH 124	Finite Math OR	
MATH 141	College Algebra OR	
MATH 281	Introductory Statistics	4

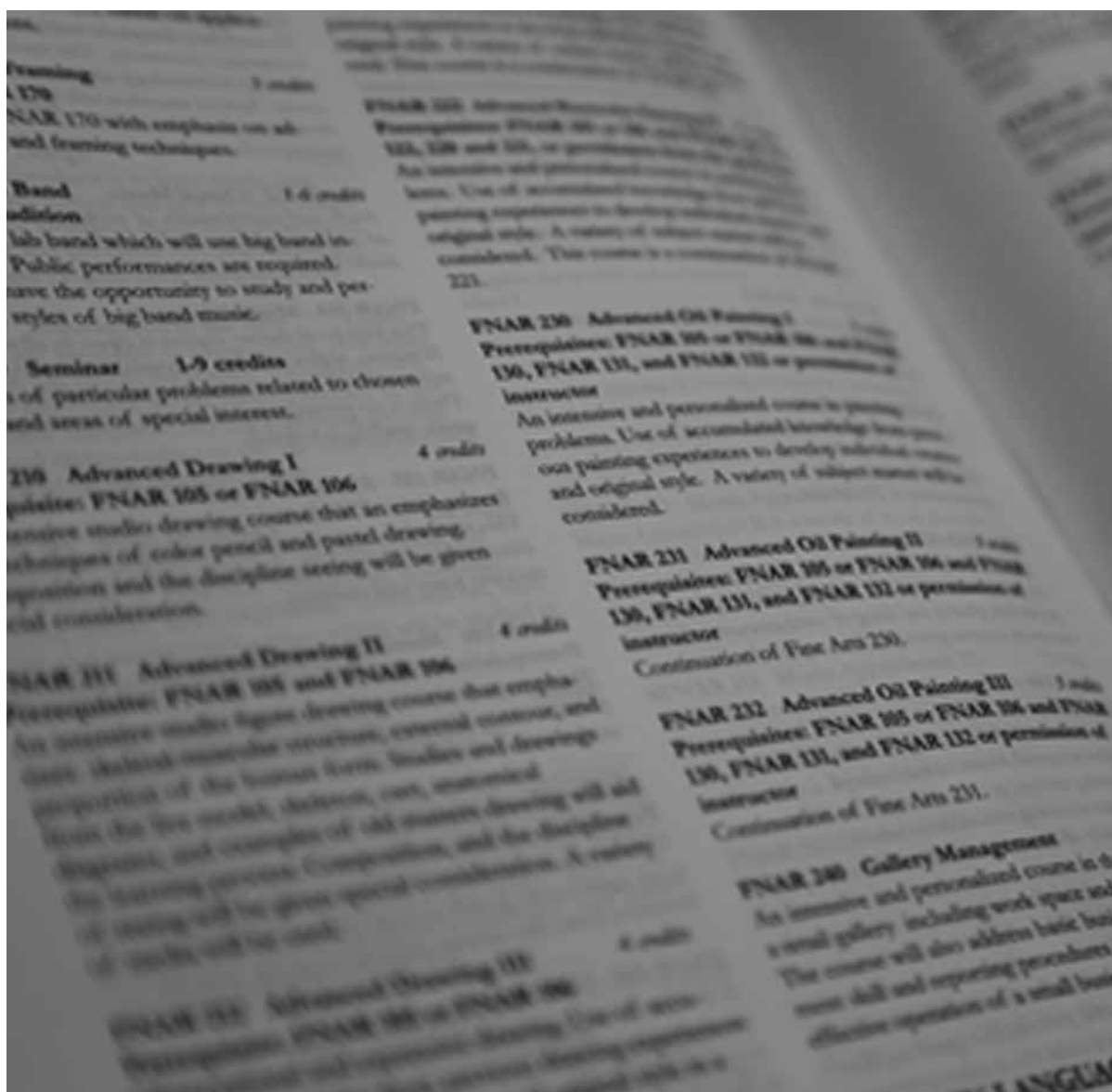
Sixth Quarter

SPTH 115	Fundamentals of Effective Speech	3
LENF 234	Constitutional Criminal Procedures	3
ENGL 214	Writing in the Professions	4
-----	General Elective	6

Program Total 95

COURSE

descriptions



Course Descriptions

All courses are assigned a course code title in the College data processing system. The first four characters indicate the area of study and the last three indicate the specific course, e.g. ACCT 104 (Accounting 104).

A ■ preceding a course number indicates that the course is a part of the transfer module.

Course offerings will be published in schedules distributed prior to registration each quarter. The college reserves the right to cancel a course due to low enrollment.

Prerequisite: A class which students must successfully complete before enrolling in the class that requires the prerequisite.

Corequisite: A class which students must take during the same quarter as the class which requires the corequisite, unless they have already successfully completed the corequisite.

Courses that do not count toward graduation shall be identified in the college catalog as carrying “institutional credit.” This type of credit will not count in the student’s cumulative grade point average, but will be used in the calculation of full-time status and calculation for grants and other financial aid formulas.

ACCOUNTING - ACCT

ACCT 104 Principles of Accounting I 4 credits

An introduction to fundamental accounting concepts, principles, and procedures as they relate to recording transactions, adjusting accounts, preparing financial statements, preparing a worksheet, closing and service concerns, accounting for cash, notes and accounts receivable.

ACCT 105 Principles of Accounting II 4 credits

Prerequisite: ACCT 104

This course is a continuation of the introduction to fundamental accounting principles and procedures. Mastery of various methods of depreciation, payroll accounting, inventory costing methods, partnership accounting, and the organization and operation of corporations are covered.

ACCT 106 Principles of Accounting III 4 credits

Prerequisite: ACCT 104

An introduction to analyzing and comparing financial statements, understanding price-level changes, departmental and responsibility accounting, manufacturing accounting, cost accounting, job order and process, budgeting, cost-volume-profit analysis, and tax considerations in business decisions.

ACCT 110 Office Accounting 4 credits

An introduction to fundamental accounting concepts, principles, and procedures as they relate to recording transactions, adjusting accounts, preparing financial statements, preparing a worksheet, closing and service concerns, accounting for cash, notes and accounts receivable.

ACCT 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

ACCT 201 Intermediate Accounting I 3 credits

Prerequisite: ACCT 105

An in-depth review of the theoretical foundations of financial accounting and reporting, the accounting model and information processing, the income statement and retained earnings statement, balance sheet and statement of changes in financial position, concepts of future and present value system, short-term investments and general inventory problems.

ACCT 202 Intermediate Accounting II 3 credits

Prerequisite: ACCT 105

This course will further develop the theoretical foundations of special inventory procedures, measuring, recording and reporting liabilities and income taxes, acquisition, use and retirement property, plant, and equipment; measuring and recording intangible assets; and accounting for capital and operating leases.

ACCT 203 Intermediate Accounting III 3 credits

Prerequisite: ACCT 105

This course will revolve around financial statement analysis; specifically, the areas of earnings and earnings distribution, changes in financial position, uses of comparative data, special measurements of liquidity and profitability, and preparation of statements from incomplete records.

ACCT 206 Cost Accounting 3 credits

Prerequisite: ACCT 104

The course is a basic cost accounting course geared to the concepts of management, fundamental costs reports, design and operation of information systems, job order and process costing, by-products and joint product costing, planning and control of factory overhead and departmentalization of factory overhead for product costing and cost control.

ACCT 208 Managerial Accounting 3 credits

Prerequisite: ACCT 105

This course is an introduction to management accounting. It will focus on characteristics of organizations, types of management accounting information systems

for cost accumulation, nature of alternative choice problems, capital investment decisions and methods used in compiling and analyzing data used in the decision making process.

ACCT 209 Not-for-Profit Accounting 3 credits**Prerequisite: ACCT 105**

This course introduces the operating philosophy of non-profit enterprises as it relates to the accounting practices of those organizations. It will develop the not-for-profit philosophy by working specifically with the following funds: General, Special Revenue, Capital Project, Debt Service, Inter-Governmental, Trust and Agency, Special Assessment, and Enterprise.

ACCT 210 Tax Accounting 3 credits

This is an introductory course in tax accounting. Emphasis is focused on the principles of federal income taxation as they relate to individuals and simple trusts, including the laws, rulings and regulations that govern the preparation of individual tax returns.

ACCT 221 Auditing 3 credits**Prerequisite: ACCT 105**

This course will provide a sweeping overview of auditing. Special attention will be given to the nature and economic purpose of audits, auditing standards, professional ethics, auditor's legal liability, the study and evaluation of internal control, the nature of audit evidence, and auditing technique.

ACCT 230 Accounting Applications 3 credits**Prerequisite: ACCT 105**

Course will simulate the work required of an entry level accountant in a computerized environment. This course requires the student to set up a complete set of books for a company and maintain the system for a complete accounting period. Areas to be addressed include payroll, journals, financial statement and budget preparation.

AGRICULTURE - AGRI**AGRI 100 Agricultural Accounting** 3 credits

Study and practice of fundamental accounting concepts and procedures as they relate to farm ownership and operation. The course includes the nature of accounts and techniques of recording, summarizing and classifying the accounting data as well as the accounting cycle; sales and cash receipts, purchases, expenditures, inventory, depreciation and periodic summaries.

AGRI 101 Agricultural Economics 4 credits

An introduction to the field of agricultural economics as it relates to production, consumption, marketing, prices, supply and demand, records, and finance.

AGRI 114 Introduction to Horticulture 4 credits

The student will learn the culture of many horticultural plants. Turf management, floriculture, greenhouse management and landscaping are included in this study.

AGRI 115 Floral Design I 3 credits**Prerequisite: AGRI 114 or permission of instructor**

This course familiarizes students with basic design principles as well as the tools, equipment and plant materials commonly used in floral work. Students construct elementary arrangements such as round, triangular, oblong and asymmetrical table pieces, as well as corsages and boutonnières.

AGRI 116 Floral Design II 3 credits**Prerequisite: AGRI 115**

This course is a continuation of Floral Design I, emphasizing the creation of more intricate pieces such as wedding bouquets, large table pieces, contemporary designs and specialty items.

AGRI 117 Landscape Maintenance 4 credits**Prerequisites: AGRI 114 and AGRI 208 or permission of instructor**

This course explains, through lecture and laboratory exercises, the cultural considerations and manipulations necessary to successfully establish and maintain vigorous, attractive landscape plantings. Topics include transplanting, pest control, fertility, pruning and environmental disorders.

AGRI 118 Landscape Design 4 credits**Prerequisite: AGRI 114 or permission of instructor**

This course familiarizes students with basic design principles, site analysis, needs assessment, drawing and lettering techniques, as well as tools and equipment used in design work. Students learn the design process through individual residential design projects.

AGRI 119 Greenhouse Management 4 credits**Prerequisites: AGRI 114 or permission of instructor**

This course introduces the student to greenhouses and related equipment used to manipulate the environment to best economical advantage in the production of greenhouse crops: flower, vegetable and foliage plants. Included are topics on greenhouse location and construction, heating, cooling, soils and fertility, lighting, crop scheduling, disease and insect control and environmental considerations. Some attention is given to business and the retailing of crops grown.

AGRI 121 Plant Propagation I 4 credits

This course is designed to acquaint the student with the basic principles of plant propagation. Included will be instruction in the use of propagation material and equipment. Specific training will be provided in the

laboratory for propagation by seeds, modified stems and soft wood cuttings.

AGRI 122 Plant Propagation II 4 credits

Prerequisite: AGRI 121

Specific instruction will be provided in propagation of hardwood cuttings, softwood cuttings, leaf/stem cuttings, grafting, budding and tissue culture.

AGRI 123 Plant Materials I 4 credits

This course is designed to introduce the student to the identification, use and care of woody ornamental plants.

AGRI 124 Plant Materials II 4 credits

This course is designed to introduce the student to the identification, use and care of herbaceous plant materials.

AGRI 126 Livestock Nutrition 4 credits

A study of fundamental principles of nutrition in animals.

AGRI 139 Introduction to Equine Science 4 credits

This course will introduce students to the scientific study of horses in order to provide a better understanding of equine reproduction, nutrition, health, and general management. The course is held in a traditional classroom setting with some laboratory and field trip opportunities which will enable the students to apply their knowledge to real world experiences (students will sometimes be outside and around horses, so appropriate dress and footwear will be required).

AGRI 140 Beef Cattle Management 4 credits

Basic scientific principles of nutrition, genetics, physiology, and marketing in the production of beef cattle.

AGRI 142 Swine Management 4 credits

Basic scientific principles of nutrition, genetics, physiology, and marketing in the production of swine.

AGRI 145 Livestock Health 4 credits

The current theory of diseases, treatment and prevention of diseases in farm animals.

AGRI 146 Advanced Farm Power 4 credits

A study of the power requirements in agriculture with primary emphasis upon the operation of large field equipment.

AGRI 151 Agricultural Finance & Credit 3 credits

The analysis of farm money programs. Where, how, and when of agriculture credit.

AGRI 171 Survey of Agriculture 1 credit

A survey of the occupations as related to the field of agricultural production.

AGRI 173 Principles of Agricultural Marketing I 3 credits

The study of marketing as it relates to agriculture and its products.

AGRI 174 Principles of Agricultural Marketing II 3 credits

A study of the Futures Market as it relates to the marketing of agricultural products.

AGRI 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

AGRI 200 Agricultural Field Experience 1-13 credits

Agricultural field experience is a paid work activity which relates to an individual student's occupational objectives, and which can be taken in lieu of elective courses in his/her program. The experience will be coordinated by an agricultural faculty member who will assist the student in planning the experience, visit the site of the experience for a conference with the student and his/her supervisor at least once during the quarter and assign the course grade to the student after appropriate consultation with the employer/supervisor.

AGRI 201 Agronomy - Grain Crops 4 credits

General Principles of grain crop production will be discussed. Factors such as environmental concerns, economic constraints, weather, soils, soil fertility, varietal differences, cultural practices, and pests will be discussed in reference to the production of corn, soybeans, and wheat in the state of Ohio.

AGRI 205 Introduction to Animal Science 4 credits

An introductory course in the selection, breeding, feeding, management, and marketing of beef, sheep and swine.

AGRI 207 Forage Crops 4 credits

A study of the characteristics and production requirements of forage plants for hay, pasture, silage, and clover.

AGRI 208 Agronomy - Soils 4 credits

An introduction to the physical, chemical, and biological properties of soils and how these properties relate to soil use and productivity.

AGRI 210 Agricultural Law 4 credits

The legal problems associated with agricultural

production in relation to property ownership, liability, taxes, contracts, and employment.

AGRI 228 Soil Fertility and Fertilizers 4 credits

Prerequisite: AGRI 208 or permission of instructor

The course will cover the basics of plant nutrient requirements and the ability of soils to supply those nutrients. Specifics of agricultural fertilizers, lime, soil amendments, and soil and plant analysis will be included in class discussions.

AGRI 232 Weed Control and Management 4 credits

An introduction to the biology and control of weeds in agronomic, horticultural and turfgrass situations. Weed identification will also be included in the course.

AGRI 238 Pesticides and Pesticide Usage 4 credits

Various aspects of pesticide chemistry and use will be explored. Topics will include the overall importance and usage patterns of pesticides, classification of pesticidal active ingredients, mode of action of pesticides, pesticide application techniques and alternatives to pesticide usage.

AGRI 239 Field Research Techniques 4 credits

Prerequisite: AGRI 238 or permission of the instructor

This course will cover the basics of field research in agriculture. The lecture will cover the fundamentals of experimental design and interpretation of data. The lecture will also address the role of computers in agricultural research (through use of the P.R.M. Program). The lab will consist of implementing field research trials and collecting data on treatment efficacy. Pest identification and methods of control will be incorporated into the course.

AGRI 247 Economic Entomology 4 credits

An introduction to the structure, physiology, classification, and control of economically important insects.

AGRI 262 Agricultural Machinery and Maintenance 4 credits

This course will provide the student with the basic fundamentals of operation, maintenance, and repair of modern farm equipment and machinery. Students will learn preventive measures to decrease fuel waste and improve operating efficiency.

AGRI 299 Research Project 1-3 credits

Prerequisite: All major courses in the field of concentration

A supervised research project tailored to the individual needs of the students.

ALLIED HEALTH - ALTH

ALTH 101 Introduction to Allied Health 3 credits

Introductory level course that includes the basic information all health care workers need to work in any department of the health care environment. It will include an orientation to the health care delivery system including history and definition. This course will cover different allied health care occupations and the multi-disciplinary skills needed for success in the health care environment. This course will also include orientation into OSHA measures and guidelines, infection control, and measurement of vital signs.

ALTH 105 Success for Allied Health Professionals 3 credits

Special emphasis centers on teaching allied health students the basic skills needed in order to be successful within the allied health curricula. These basic skills include self-responsibility, time management, study skills, test taking skills, how to search databases for term papers, use of APA formatting for term and process papers, use of Blackboard supplemental sites, professional behavior, and communication issues.

ALTH 121 Introduction to Pharmacy Technician 3 credits

This is an introductory course designed to introduce students to the scope of pharmacy practice. This includes the history of medicine, ethical and legal aspects of drug dispensing, the role of pharmacy technicians, pharmacy terminology and dosage calculations.

ALTH 122 Pharmacy Technician II 3 credits
Prerequisite: ALTH 121

This course continues emphasis on the foundation material needed for the scope of pharmacy practice. This includes drug testing and the approval process, pharmacokinetics, and issues related to drug actions and responses. This foundation information is then further applied to the treatment of specific diseases and conditions.

ALTH 123 Pharmacy Technician III 3 credits
Prerequisite: ALTH 121 & ALTH 122

Theory and technique required by the pharmacy technician to perform skills in an intermediate and advanced level. Procedure skills required in hospital and retail pharmacy are discussed with the management of pharmacy operations. These skills include financial management, health insurance, and computer applications in drug-use control. Emphasis will be placed on safety within the workplace including handling of infectious and hazardous waste. A review for the Pharmacy Technician certification will be included.

ALTH 125 Pharmacy Practicum 1 Credit**Prerequisite:** ALTH 122**Corequisite:** ALTH 123

The Pharmacy Externship Program is a period of directed practice, which consists of practical pharmacy technician skills in a pharmacy facility. The students would use the skills and theory behind the skills to perform and/or observe in a clinical setting.

ALTH 160 Electronic Health Records 3 Credits

This course is designed to be an interactive, competency-based approach to learning electronic health records. The student will develop skills used in electronic health records through the introduction of theory as well as the application of medical electronic health records through the use of Medcin Software. It includes using the computer to: 1) navigate the medical health record 2) record various patient health information such as history and findings 3) Order diagnostic tests and writing prescriptions 4) use EHR to calculate correct E&M code 5) use ICD-9CM codes to justify billing and orders based on diagnosis 6) graph lab results 7) use EHR to improve patient care. In addition, the student will be introduced to resume preparation using word processing as well as the resume cover letter and interview preparation and skills.

ALTH 201 Phlebotomy Technology 4 credits

This course is designed to further enhance the student's knowledge of the clinical methods and the practice of phlebotomy. Course includes lecture, discussion, simulations, and practice in laboratory settings with emphasis on capillary blood specimens, venipuncture, pediatric, geriatric, arterial, intravenous and special collection procedures, specimen documentation, specimen handling, and transportation.

ALTH 225 Phlebotomy Practicum 2 credits

The Phlebotomist Externship Program is a period of directed practice, which consists of practical phlebotomy in a CLIA regulated, accredited laboratory facility. The students would need to attain a minimum performance of 100 successful venipunctures, 25 successful skin punctures and orientation in a full service laboratory.

ALTH 230 Medical Billing and Coding III 3 Credits**Prerequisite:** MAST 219

This course continues emphasis on CPT and ICD-9 coding skills, office and insurance collection strategies and introduces hospital billing concepts.

ALTH 231 Capstone Billing and Coding 2 Credits**Prerequisite:** MAST 219**Corequisite:** ALTH 230

This is an advanced course in billing and coding

specialist program, which includes a comprehensive review of the medical billing and coding curriculum to prepare students for their certification examination. Review covers anatomy, terminology, and pathophysiology for each organ system, reimbursement issues, and an overview of CPT, ICD-9-CM, and HCPCS coding. Students will prepare claim forms from mock patient cases and utilize their skills and knowledge to produce accurate billing and coding reimbursement. Students will be expected to pass a mock certification examination in order to pass this course.

ALTH 260 Capstone Medical Transcription 3 credits**Prerequisite:** MAST 115 and MAST 217

This course is an advanced, last quarter course in the Medical Transcription Certificate Program. This course includes preparation for certification examination and a comprehensive review of the medical transcription curriculum. This review emphasizes accuracy, correct techniques for formatting, producing and using appropriate medical documents, and speed for timely completion of medical documents. Medical specialty dictation, recorded in various ethnic accents and from actual medical cases incorporating real-life situations i.e., background noise and other, will be utilized to simulate dictation situations where critical-thinking must be used in decision-making activities for accurate, in-depth proofreading and editing of patient medical documentation. Students will be required to participate in a mock certification examination at the end of this course.

BIOLOGY - BIOL**■BIOL 101 Principles of Biology I** 4 credits**Prerequisites:** H.S. biology within the last three years or Biology 104, 114 within the last three years or permission of the instructor**Corequisite:** BIOL 111

Lecture on the chemical and cellular basis of life. Topics include: fundamental concepts of the theory of evolution, biology and the scientific method, simple chemistry, structure and function of cells, energy transformation, cellular reproduction, Mendelian genetics, DNA structure, function and replication and the processes involved in protein synthesis.

■BIOL 102 Principles of Biology II 4 credits**Prerequisite:** BIOL 101/111**Corequisite:** BIOL 112

Lecture material, to be supported by laboratory work in BIOL 112, dealing with the influence of genetic material in life systems, human manipulations of DNA, theories on the origin of life on earth, biological diversity and evolutionary adaptations of organisms in

Domain Eubacteria and the Kingdoms Protista, Fungi, and Animalia, and the organization and function of these organisms within the biosphere.

■BIOL 103 Principles of Biology III 4 credits

Prerequisite: BIOL 101 and 111

Corequisite: BIOL 113

Lecture on the structure and function of animal systems, phylogeny and description of the plant kingdom, plant anatomy and physiology, ecosystems, and conservation ecology.

■BIOL 104 Human Biology I 4 credits

Corequisite: BIOL 114

A lecture course on the basic biology of the human organism. Topics include simple chemistry, cell and tissue structure and function, structure and function of the nervous and endocrine systems, cell division, basic genetics, DNA biology, reproduction and aging. For non science majors.

■BIOL 105 Human Biology II 4 credits

Prerequisite: BIOL 104/114

Corequisite: BIOL 115

A continuation of BIOL 104. Discusses the various systems including: cardiovascular, digestive, respiratory, urinary, skeletal, and muscular. Will also include discussions on disease processes for non science majors.

■BIOL 111 Principles of Biology Laboratory I 1 credit

Corequisite: BIOL 101

A series of laboratory exercises in support of lecture material. Topics include fundamentals of the scientific method, basics of biological chemistry and energy, use of the microscope, cell types and structure, mitosis and meiosis, and DNA extraction from cells.

■BIOL 112 Principles of Biology Laboratory II 1 credit

Prerequisite: BIOL 101/111

Corequisite: BIOL 102

A series of laboratory exercises in support of lecture material. Topics include manipulations of the DNA molecule, an overview of organism development, and examination and experimentation with representatives of the Eubacteria and Kingdoms Protista, Fungi, and Animalia.

■BIOL 113 Principles of Biology Laboratory III 1 credit

Prerequisite: BIOL 101/111

Corequisite: BIOL 103

A series of laboratory exercises in support of lecture material. Topics include examinations of various vertebrate systems in preserved specimens and through

the use of models, and overview of plant phylogeny through examination of representatives of the Kingdom Plantae, basic plant anatomy and development, and field ecology.

■BIOL 114 Human Biology Lab I 1 credit

Corequisite: BIOL 104

Designed for students to experiment with materials and methods discussed in lecture.

■BIOL 115 Human Biology Lab II 1 credit

Corequisite: BIOL 105

Designed for students to experiment with materials and methods discussed in lecture.

BIOL 120 Introduction to Biology 4 credits

An introductory course with a laboratory approach designed for non-science majors. A study for some of the areas of biology that are most relevant to today's students. The course includes: cell biology, physiology, genetics, evolution, diversity of life and ecology.

■BIOL 125 Environmental Science 4 credits:
3 lecture, 1 lab

An introductory course with a laboratory approach to the Principles of Ecology. Topics include: ecosystems, the balance of nature, natural resources, conservation, waste, pollution, land use, energy and population. Both the historical and modern views are discussed.

BIOL 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

■BIOL 205 Anatomy and Physiology I 5 credits

Prerequisite: H.S. biology within the last three years or BIOL 104/114 within the last three years or permission of instructor

This course begins with an introduction to the basics of human anatomy and physiology, followed by examination of the chemical and cellular basis of life, with embedded discussion of the theory of evolution, and concluding with a study of the human integumentary and skeletal systems. Topics include a look at life, evolution, human related anatomical terms and reference points, simple chemistry, cell and tissue structure and function, human organization, and energy transformations. Also the class will begin study human systems, including the integumentary and skeletal systems as well as study of the articulations associated with the skeletal system.

■BIOL 206 Anatomy and Physiology II 5 credits

Prerequisite: BIOL 205

Provides an in depth understanding of the structure and function of the following systems of the human body: muscular system, nervous system (including

somatic and special senses), endocrine, cardiovascular (including blood) and lymphatic system and immunity. Laboratory exercises will complement topics covered in lecture.

■ **BIOL 207 Anatomy and Physiology III** 5 credits

Prerequisite: BIOL 206

This course completes the three quarter Anatomy and Physiology course sequence. Topics cover the structure and function of the human digestive system including nutrition, respiratory system, urinary system including fluid, electrolyte and acid-base balance, reproductive system including development, and basic genetics including human inheritance. Laboratory exercises are designed to complement topics covered in lecture.

■ **BIOL 210 Microbiology** 5 credits: 4 lecture, 1 lab

Prerequisites: BIOL 101 and 111, BIOL 205, or permission of instructor.

Morphology and physiology of microorganisms and selected human parasites, mechanisms of disease production, immune responses, spread of infectious diseases.

BUSINESS ADMINISTRATION - BADM

BADM 103 Introduction to Retailing 3 credits

Evolution, organization and operation of retailing. Included are retail functions: buying, selling, merchandise planning, budgeting, procedures, pricing, sales promotion, inventory, evaluation, cost analysis and control.

BADM 104 Principles of Management I 1-3 credits

Introduction to concepts and methods in management of business enterprises. Concentrating on ethical and social responsibilities, the planning process, decision making, organizational structure, power, authority and delegation, and decentralization.

BADM 105 Principles of Management II 1-3 credits

As a part of the study of management, this course covers such topics as organizational change and staffing, leadership, motivation, communication, and managerial controls.

BADM 110 Fashion Merchandising and Buying 3 credits

History, theory and socioeconomics of fashion merchandising. Merchandising concepts for distribution of fashion goods.

BADM 111 Textiles 3 credits

Information concerning construction, fibers, and finishes which affect the appearance and wearing qualities of fabrics.

BADM 115 Aviation Management 3 credits

Major functions of airport, airline and fixed base management. Organization, zoning, financing, revenues, expenses, safety and the social-economic effect on the community.

BADM 131 Office Management 3 credits

This course covers organization and functions of the office, the office buildings, planning and layouts, furniture and equipment, machines and appliances, personnel and supervision. The remainder of the course deals with correspondence and records management, office forms, budgeting controls, and work simplification.

BADM 171 Introduction to Business 3 credits

This class introduces the student to the fundamentals of business. Special emphasis is placed on the meaning and purpose of business in our society, the historical development of business and the general economic setting for business today. The following business areas will be covered: organization of a business, business environment and human relations, marketing, financing, accounting, budgeting, reports, and information systems.

BADM 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

BADM 202 Organizational Dynamics 1-3 credits

This course helps the student to recognize and develop those traits necessary for good subordinates, customers, and other business associates. For non-management majors.

BADM 203 Fundamentals of Small Business Management 1-3 credits

Prerequisites: ACCT 104

The place and role of small business firms: problems they face, opportunities involved, and competitive considerations. Special attention is given the preparation of the business plan, utilizing the desire and income approach to planning.

BADM 204 Marketing 1-5 credits

An introduction to marketing fundamentals, developing target markets, the marketing mix, and understanding consumer behavior. Included is a study of the structure and the functioning of the marketing system as it relates to retailing and wholesaling. Emphasis is also placed on pricing, planning, implementing and controlling marketing plans, programs and systems.

BADM 206 Principles and History of Management 3 credits

Introduction to concepts and history of management.

Concentrating on ethical and social responsibility, the planning process, decision making, organizational structure, power, authority and delegation, and decentralization. As part of the study of management, this course covers such topics as organizational change and staffing, leadership, motivation, communication, and managerial controls.

BADM 208 Principles of Supervision 4 credits

This is an introductory course for a supervisory program. Emphasis will be placed on developing and understanding of human relations at the supervisory level. Insight into good job relations and methods of handling problems arising between supervisors and personnel will be emphasized. Covers organizational structure, effective communications, and team work.

BADM 213 Personal Finance 4 credits

This course will focus on family and personal budgeting, building a good credit history and the use of credit. Students will be exposed to the use of insurance, checking and saving accounts, bonds, stocks, credit cards, mortgages, taxes and federal, state and local tax structure. This course will prepare the student for his or her role as a citizen, a consumer and a productive member of society.

**BADM 215 Gender and Diversity:
Managing in a Changing Workforce** 4 credits

Basic gender and diversity theories are analyzed to provide the student with a firm foundation for managing in a workforce composed of individuals. Women are taking more of a role in American productivity, men are “switching places” with their partners. The course will examine the effects of gender and diversity in the workplace and how to manage and balance these issues.

BADM 216 Business Ethics 5 credits

This course is an introduction to various ethical topics and situations the office or computer professional may encounter in today’s workplace.

**BADM 220 Human Resources
Management** 5 credits

Structure and functions of personnel activity, recruitment and placement, performance appraisal, salary administration, employee benefits, personnel planning, management development and labor relations.

BADM 222 Business Finance 4 credits
Prerequisites: ACCT 106, ECON 205

Course is an introduction to basic concepts, principles, and analytical techniques of financial management. Topics include the whole scope of the financial system and its functions: (1) the markets, (2) the institutions, and (3) the principles and concepts of financial management which guide the participants in making sound decisions.

BADM 230 Industrial Management 1-3 credits
Fundamentals of industrial management. Survey of manufacturing operation within the production framework.

BADM 235 Insurance and Risk 3 credits

Types and nature of life and health insurance, includes types of insurance, contracts, and functional aspects of property, liability and casualty insurance.

**BADM 237 Introduction to Property
and Casualty Insurance** 5 credits

This course covers the principles of insurance, policy terms, managing risk, insurance regulations, agent licensing and responsibilities. The types of insurance that are discussed are standard fire policy, property, liability, homeowners, auto, and commercial property.

**BADM 240 Principles of Bank
Operation** 3 credits

As the foundation for most subsequent American Institute of Banking (AIB) courses, Principles of Banking touches on nearly every aspect of bank functions. Included is a comprehensive introduction to banking in today’s economy. Discussions on specific topics are presented in an easily accessible form. The language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, and bank loans and investments are some primary topics. The course ends with a discussion of the bank’s role in the community.

BADM 242 Installment Credit 3 credits

This modular course emphasizes the pragmatic “how-to” details of Installment Credit. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment credit department, management, insurance and rate structures and yields.

**BADM 250 Quality Improvement
Management** 4 credits

Prerequisites: ACCT 104 and MATH 124 or permission of instructor

This course is about total quality management (TQM) and about operationalizing a philosophy of management, a corporate vision, and strategic differentiation. Although the course does not include the science of statistical quality control, this topic is treated along with other applied tools and techniques that are necessary for implementation of a quality program. This is achieved by integrating all functions and activities for the purpose of continuous improvement and consumer satisfaction.

**BADM 251 Business Law I -
The Legal Environment** 3 credits

This course is an introduction to the legal and social environment of business. This course covers government regulations, consumer protection, environmental law, ethics and social forces, crimes, torts, computers and the law, international business, and the constitutional foundation of our legal system. This course also covers topics in insurance, employment, real property, corporations, and forms of business organizations.

BADM 252 Business Law II - Contracts 3 credits

This course is an introduction to contracts. This course covers the agreement, contractual capacity, consideration, form of contract, third persons, genuineness of assent, legality, discharge and breach of contract. This course also covers bailments, special bailments, and personal property.

**BADM 253 Business Law III -
The Financial Environment** 3 credits

This course is an introduction to various legal topics. This course covers sales and warranties, commercial paper, bankruptcy, agency relationships, partnerships, estates, and trusts.

BADM 271 Salesmanship 1-3 credits

Study is made of the development of the fundamental principles of wholesale and specialty selling, including such phases as developing the sales plan, securing prospects, effective goods and service presentation, product analysis, closing the sale, and the service after the sale.

BADM 272 Business Communications 3 credits

A course covering how to effectively write specific kinds of business letters; i.e., inquiries, answer to inquiries, claims and adjustments, credit, collection, sales, and the application letter. Basic qualities, form, clarity and coherence in business letters will be stressed.

BADM 276 Public Relations 1-3 credits

Creating a public image with the use of advertising, personal communications, and personnel relations.

BADM 280 Leadership 4 credits

Develops leadership skills, practices, and personal philosophy. The course will cover leadership theories and effective methods.

**BADM 290 Problems in Business
Applications** 5 credits

Prerequisites: ACCT 104, ACCT 105, ACCT 106, 35% of the required technical credits in the Business Management program or permission of instructor.

A comprehensive survey course designed to test the student's mastery of the BADM courses required for

the Associate Degree in Business Management Technology. The overall subject matter deals with business planning. The course is a series of projects: strategic planning, production and operations management, staffing, motivation, public relations, business ethics, and marketing. Successful completion of the course requires a portfolio of reports covering the assigned projects.

BADM 299 Research Project 1-9 credits

Prerequisite: Second year standing as a major in Business Management and with permission of the instructor.

Independent study resulting in a technical report, research paper, project, or a combination of these. Selection of the area of study is made in consultation with the instructor, and must be approved by him.

CHEMISTRY - CHEM**■CHEM 101 First Year Chemistry I** 4 credits

Prerequisites: high school chemistry and algebra or their equivalents, or permission of the instructor
Corequisite: CHEM 111

A first-year college chemistry course for science and engineering students. Provides a review of the basics: including measurements, atomic structure, periodic table, compounds, chemical formulas, chemical reactions, stoichiometry, and oxidation/reduction. Development of problem solving skills is emphasized.

■CHEM 102 First Year Chemistry II 4 credits

Prerequisite: CHEM 101 or its equivalent
Corequisite: CHEM 112

A continuation of CHEM 101. Provides in-depth coverage of atomic structure, chemical bonding, and valence shell electron pair repulsion theory. Additionally, thermochemistry, the gas laws, intermolecular forces, solids and liquids, and solution chemistry are covered.

■CHEM 103 First Year Chemistry III 4 credits

Prerequisite: CHEM 102 or equivalent
Corequisite: CHEM 113

A continuation of CHEM 102. Topics include kinetics, thermodynamics, chemical equilibria, acid-base chemistry, and electrochemistry.

■CHEM 111 First Year Chemistry Lab I 1 credit

Corequisite: CHEM 101

Laboratory experiments which support many of the chemical concepts covered in CHEM 101. Laboratory techniques and data analysis are emphasized.

■CHEM 112 First Year Chemistry Lab II 1 credit

Corequisite: CHEM 102

Laboratory experiments which support many of the chemical concepts covered in CHEM 102. Laboratory techniques and data analysis are emphasized.

■CHEM 113 First Year Chemistry Lab III 1 credit
Corequisite: CHEM 103

Laboratory experiments which support many of the chemical concepts covered in CHEM 103. Laboratory techniques and data analysis are emphasized and quantitative analysis techniques are introduced.

CHEM 120 Introduction to Chemistry I 4 credits

An introductory approach designed for non-science majors. Designed especially for those with no high school chemistry background. A variety of chemistry related topics will be covered with laboratory exercises designed to complement the lecture. NOTE: a background in high school algebra or its equivalent is strongly recommended.

CHEM 122 Introduction to Chemistry II 4 credits

Prerequisite: CHEM 120

A continuation of Chemistry 120 covering solutions, acid-base chemistry, chemical equilibria, oxidation-reduction reactions, and nuclear chemistry.

CHEM 124 Elementary Organic Chemistry 5 credits

Prerequisite: High school chemistry or its equivalent (CHEM 120 and 122)

Introduces organic functional groups, nomenclature, carbohydrates, proteins, enzymes, metabolism of carbohydrates, lipids, protein synthesis, vitamins, and heredity. Desirable for students interested in allied health and nutrition.

CHEM 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

CHEM 201 Organic Chemistry I 3 credits

Prerequisite: CHEM 103

Corequisite: CHEM 211

A course designed to give the student extensive background in bonding, nomenclature, and reactions of alkanes, alkenes, alkynes, alcohols, and alkyl halides. Addition, elimination, and substitution reactions of these types of compounds or leading to their formation will be covered. Nucleophilic substitution reaction mechanisms and products will be discussed, and stereochemistry of organic compounds will be introduced.

CHEM 202 Organic Chemistry II 3 credits

Prerequisite: CHEM 201

Corequisite: CHEM 212

A course designed to give the student extensive background in bonding, nomenclature, and reactions

of conjugated systems, arenas, organometallics, diols, ethers, epoxides, aldehydes, and ketones. Reactions of these types of compounds or leading to their formation will be covered, including electrophilic aromatic substitutions and nucleophilic additions to the carbonyl group to enolates and organometallics. Spectroscopy of organic compounds will be introduced.

CHEM 203 Organic Chemistry III 3 credits

Prerequisite: CHEM 202

Corequisite: CHEM 213

A course designed to give the student extensive background in bonding, nomenclature, and reactions of carboxylic acids and their derivatives, amines, aryl halides, and phenols. Reactions of these types of compounds or leading to their formation will be covered. Basic biomolecules such as carbohydrates, lipids, amino acids and proteins, and nucleic acids will be introduced with an emphasis on their basic primary, secondary, and tertiary structure, as appropriate, and certain simple properties and reactions from an organic chemical perspective.

CHEM 210 Quantitative Analysis I 4 credits

Prerequisite: CHEM 102

A course designed to give the student extensive background in classical laboratory methods of chemical analysis. Sample preparation, methods of data handling, volumetric and gravimetric procedures will be covered. Chemical equilibria, acid-base chemistry and complexation titrations will be discussed.

CHEM 211 Organic Chemistry Lab I 2 credits

Prerequisite: CHEM 103

Corequisite: CHEM 201

A course designed to give the student hands-on laboratory experience with the concepts of Organic Chemistry 201 and the use of experimental apparatuses and techniques used in the practice of organic chemistry. Emphasis will be on microscale technique due to its safety and economy of time and resources as well as its frequent need in biochemical, natural product, environmental and pharmaceutical fields; however, some macroscale experiments may be performed. Experiments will include molecular modeling of compounds studied in Organic Chemistry 201; basic techniques of recrystallization, melting point determination, distillation, extraction, chromatography, and spectroscopy; the SN2 reaction mechanism; and selected addition and elimination reactions of alkenes, alcohols, and alkyl halides.

CHEM 212 Organic Chemistry Lab II 2 credits

Prerequisites: CHEM 201 and 211

Corequisite: CHEM 202

A course designed to give the student hands-on

laboratory experience with the concepts of Organic Chemistry 202 and the use of experimental apparatuses and techniques in the practice of organic chemistry. Emphasis will be on microscale technique due to its safety and economy of time and resources as well as its frequent need in biochemical, natural product, environmental and pharmaceutical fields; however, some macroscale experiments may be performed. Experiments will generally cover experimentally the concepts studied in Organic Chemistry 202 including 1,2 and 1,4 additions and Diels-Alder cycloaddition of conjugated dienes; Friedel-Crafts, nitration, and other electrophilic substitution reactions of the aromatic ring; oxidatin of alcohols; epoxidatin of alkenes; preparation and reaction of organometallic compounds; the aldol condensation; and infrared and UV/visible spectrophotometry.

CHEM 213 Organic Chemistry Lab III 2 credits

Prerequisites: CHEM 202 and 212

Corequisite: CHEM 203

A course designed to give the student hands-on laboratory experience with the concepts of Organic Chemistry 203 and the use of experimental apparatuses and techniques in the practice of organic chemistry. Emphasis will be on microscale technique due to its safety and economy of time and resources as well as its frequent need in biochemical, natural product, environmental and pharmaceutical fields; however, some macroscale experiments may be performed. Experiments will generally cover experimentally the concepts studied in Organic Chemistry 203 including the formation and reaction of carboxylic acids and their derivatives; amines; phenols; versatile synthetic techniques such as the acetoacetic ester and malonic ester syntheses and aromatic diazonium salt reactions; carbohydrates; lipids; and proteins and other polymers.

CHEM 220 Quantitative Analysis II 4 credits

Prerequisite: CHEM 103

A course designed to give the student extensive background in instrumental methods of chemical analysis. Basic electronics, potentiometric, spectrophotometric and chromatographic methods will be discussed. A practical, hands-on course for anyone needing skills in instrumental analysis.

COMMUNICATIONS - COMM

COMM 110 Interpersonal Communication 3 credits

An introduction to the principles of effective interpersonal communication. Relevant topics include self concept, perception, listening, verbal and nonverbal communication, emotions and conflict resolution.

COMPUTER SCIENCE - CSCI

CSCI 101 Computer Keyboarding 1 credit

Beginning course in computer keyboarding. Introduction to the touch keyboarding system with emphasis on correct techniques and mastery of the keyboard with emphasis on accuracy. Students will learn the operative parts of the computer keyboard. Development of speed and accuracy will be emphasized. Introduction to saving and emailing files for the online course class delivery only.

CSCI 102 Basic Computers & Information Literacy 1 credit

Introduction to basic computer skills using the Windows operating system and interaction with various applications (software) skills including online course delivery, introduction to information literacy skills required and keyboarding techniques. Familiarize students with terminology and the language of computers, information technology and Internet and LRC resources. Course is designed to be the initial introduction to various literacy and technology components.

CSCI 109 Word Processing Lab 1 credit

Hands on computer use as a word processor. Familiarizes the student with document preparation and editing according to Microsoft Word Standards, methodology, and terminology.

CSCI 111 Database Lab 1 credit

Hands on computer use as a data file manager. Topics include database creation, entering data, sorting, reporting, and editing according to Microsoft Access Standards, methodology, and terminology.

CSCI 112 Spreadsheet Lab 1 credit

Hands on computer use with spreadsheets. Familiarizes the student with problem solving using business application spreadsheet preparation and editing according to Microsoft Excel Standards, methodology, and terminology.

CSCI 113 Internet Lab 1 credit

Hands on applications that cover the skills required to access and navigate the Internet. Includes how to send and receive e-mail, join news groups and use browsers. The student will also be introduced to Windows and distance learning. This will allow the student necessary information for participating with online courses.

CSCI 114 Business Graphics Lab 1 credit

This is a hands on computer course to introduce presentation programs used in business. The course will instruct students in the proper techniques in building a presentation and the many capabilities of presentation

programs. Familiarizes the student with presentation preparation and editing according to Microsoft Powerpoint Standards, methodology, and terminology.

CSCI 135 Help Desk Concepts 3 credits

Prerequisites: CSCI 140, CSCI 141, CSCI 142 or permission of instructor

This course is designed to teach troubleshooting, problem solving and customer service techniques. Students will learn service skills and technical support. Students will get hands-on experience from exercises and case studies.

CSCI 140 Introduction to Computers I 4 credits

This course is an introduction to computers and how they are used in business. The course provides a general understanding of computer hardware, software, terminology, history, applications, and numbering systems as they relate to computers and their environment.

CSCI 141 Introduction to Computers II 4 credits

Prerequisites: CSCI 140 or permission of instructor

This course is an introduction to computers and how they are used in business. The course provides a general understanding of Data organization, accuracy, and integrity. It introduces the student to System Life Cycles, management in an organization and program development and computer programming language.

CSCI 142 Introduction to Computers III 4 credits

Prerequisites: CSCI 140 or 141 or permission of instructor

This course is an introduction to computers and how they are used in business. The course provides a general understanding of operating systems, networking, and computer security and ethics along with the future of computing and careers available.

CSCI 145 Introduction to Multimedia 4 credits

Prerequisites: CSCI 140 or permission of instructor

This is an introductory course in multimedia applications and development. Students will learn introductory concepts in development of computer graphic design. They will also participate in hands on exercises to develop multimedia design skills.

CSCI 146 Computer Graphics and Animation 4 credits

Prerequisites: CSCI 140, CSCI 141, CSCI 142, CSCI 145 or permission of instructor

This course is designed as a continuation to the Introduction to Multimedia class. Students will continue on with learning concepts in developing graphics and animation on the computer. Students will

learn new concepts and take part in hands on exercises to develop their skills.

CSCI 147 Web Page Design 4 credits

Prerequisites: CSCI 109 or permission of instructor

This course is an introductory course in designing web pages. The student will get instruction and hands on experience in developing web sites using Microsoft Front Page 98, other Microsoft products and Netscape.

CSCI 150 Operating Systems 3 credits

This course is designed to introduce the student to various types of computer operating systems. It will familiarize the student with the basic commands and fundamental concepts needed to work in these systems. We will discuss single user, multitasking and multi-user systems along with user interfaces. If you have completed EENG 150 you cannot receive credit for this course.

CSCI 152 Local Area Networks 4 credits

Prerequisites: CSCI 140 or permission of instructor

This course is an introduction to the fundamental networking concepts, including protocols, topologies, hardware, and networking operating systems. It provides in-depth coverage of contemporary networking building blocks such as client/server architectures, TCP/IP, Ethernet, wireless networking and security. Students learn in a hands-on environment with common networking hardware and software, setting up and administering a working network. If you have completed EENG 152 you cannot receive credit for this course.

CSCI 160 Intro to MIS 4 credits

The goal of this class is to help business students learn how to use and manage information technologies to revitalize processes, improve business decision making, and gain competitive advantage. It will cover foundation concepts, information technologies, business applications, development processes, and management challenges.

CSCI 171 Java I 4 credits

Prerequisite: CSCI 140, 141, or permission of instructor

This course is designed as an introduction to programming in the java language. Students will learn programming concepts in java and take part in hands on exercises to develop their skills.

CSCI 172 Java II 4 credits

Prerequisite: CSCI 171 or permission of instructor

This course is designed as a continuation into programming in the java language. Students will

continue to develop programming skills in java and take part in hands on exercises to develop their skills.

CSCI 199 Seminar *1-9 credits*
Discussion of particular problems related to chosen program and areas of special interest.

CSCI 203 Visual Basic I *4 credits*
Prerequisites: CSCI 140, CSCI 141 or permission of instructor
This course is designed as an introduction into programming in the Visual Basic language. Students will learn programming concepts in Visual Basic and take part in hands on exercises to develop their skills.

CSCI 204 Visual Basic II *3 credits*
Prerequisites: CSCI 140, CSCI 141 or permission of instructor
This course is designed as a continuation into programming in the Visual Basic language. Students will continue to develop programming skills in Visual Basic and take part in hands on exercises to develop their skills.

CSCI 205 Business Graphics *4 credits*
Prerequisites: CSCI 114 or permission of instructor
This is a comprehensive course dealing with Business Graphics and its use in business. Topics of discussion include software and hardware considerations, video capture techniques, scanning graphics, slide layouts, user interface and interaction.

CSCI 206 Basic Programming I *4 credits*
Prerequisite: permission of instructor
The BASIC language is used to introduce structured programming techniques. Programming assignments are in the areas of Engineering, Business, and Accounting. Flowcharting, algorithm development and text file controls are introduced.

CSCI 207 Basic Programming II *3 credits*
Prerequisite: CSCI 206
Advanced programming techniques using BASIC. Programming assignments include array processing, advanced file controls, computer graphics and sound.

CSCI 211 Business on the Internet *4 credits*
Prerequisites: CSCI 140 and ENGL 101
This course is designed to serve as an introduction to Internet technologies and its application to modern business practices. Topics covered will include the past, present and future of the Internet, a detailed overview of e-commerce, intranets, extranets and data interchange, and what activities are crucial to the success of ecommerce including the relationship between the Internet and management and organizational systems. Also, the tools, techniques and applications that lead to the successful design,

implementation and management of e-commerce will be discussed. Among the topics are search engines and search strategy, principles of Web page design and use, e-commerce security and software. Anticipated future developments will also be considered.

CSCI 213 Advanced Databases *3 credits*
Prerequisite: CSCI 111 or MOS Core Test or permission of instructor

This course will introduce the systematic controls used in the life cycle of business records and basic principles of various filing systems using a database management system. The student will learn to design and create databases for different applications. This course gives hands-on experience in entering, editing, sorting, indexing and reporting on data in the database at the expert level of Access 2007.

CSCI 218 Advanced Spreadsheets *3 credits*
Prerequisites: CSCI 112 or MOS Core Test or permission of instructor

This course will use Microsoft Excel 2007 spreadsheet program for creation, modification, and printing of statistical reports. Topics include spreadsheet databases, logical functions, graphs, interactive spreadsheets, keyboard macros and advanced commands.

CSCI 220 COBOL *4 credits*
This course is an introductory course in COBOL programming language using typical business applications. Emphasis on structured programming practices.

CSCI 234 Server Administration *4 credits*
Prerequisite: CSCI 152 or permission of instructor

This course is designed to teach basic server administration concepts on a LAN network server. It is a continuation of the concepts introduced in CSCI 152 LAN. It familiarizes the student with server administration and management concepts.

CSCI 235 Network Administration *4 credits*
Prerequisites: CSCI 152 or permission of instructor

This course is designed to enhance and further develop the network administration skills started in CSCI 152. It familiarizes the student with network administration and management concepts.

CSCI 240 Systems Analysis *3 credits*
Prerequisite: One quarter of a programming language

Creates an overview of the systems development life cycle. Emphasis is on system documentation for describing process flows, data flows, data structures, file

design, and program application. Covers information gathering and reporting activities and the transition from analysis to design.

CSCI 242 Database Management 4 credits

Prerequisites: CSCI 140 or permission of instructor

This course provides a general understanding of the database environment, including database design, maintenance, management and administration. It covers such important concepts as the relational model, SQL (Structured Query Language), normalization, entity-relationship diagrams, and policy formulation. It is appropriate for any student interested in an introduction to database management.

CSCI 245 Computer Architecture and Design 4 credits

Prerequisites: CSCI 140, CSCI 141, CSCI 142 or permission of instructor

This is an introductory course into computer architecture. This class will cover all hardware components and begin to teach students how each operates to make the computer function. There will be exercises and hands-on projects. If you have completed EENG 254 you cannot receive credit for this course.

CSCI 246 PC Troubleshooting and Repair 4 credits

Prerequisites: CSCI 140, CSCI 141, CSCI 142, CSCI 245 or permission of instructor

This course will cover diagnostics, repair and upgrade of computers and peripherals. The course will provide hands-on experience. It will familiarize the student with hardware and troubleshooting concepts.

CSCI 250 PASCAL 4 credits

This course gives a working knowledge of a high level computer language using PASCAL. The student will write programs to solve specific problems. Topics covered will include programming techniques, subprograms, loop structures, sorting, conditional branching, and file creation and maintenance.

CSCI 255 Computer Programming Logic 4 credits

Prerequisites: CSCI 140 or permission of instructor

This course is designed to introduce basic programming and logical thinking skills. Students will learn problem definition, how to develop logical problem solving steps and then flowchart and diagram them. This course gives hands-on experience.

CSCI 260 C Programming 4 credits

Prerequisite: CSCI 141 or ENDS 145 or permission of instructor

This course gives a working knowledge of a high level computer language using C++. The student will write

programs to solve specific problems. Topics covered will include programming techniques, methods, loop structures, sorting, conditional branching, and file creation and maintenance.

CSCI 280 Co-Op - Technical Support 2-12 credits

Prerequisites: Student must have completed 1st year of the 455B or 455C degree program

This Co-Op will give the student paid practical working experience. Each student will be assigned working assignments with the various Private/Public work sites with agreements with SSCC. The student will be assigned repair, helpdesk, and support with hardware and software.

CSCI 290 Internship-Technical Support 2-4 credits

Prerequisites: Student must have completed 1st year of the 455C degree program.

This internship will give the student practical working experiences. Each student will be assigned working assignments with the Southern State Community College IT Department. The student will be assigned repair, helpdesk, and support with hardware and software.

CORRECTIONS - CORR

CORR 101 Introduction to Corrections 3 credits

This course will examine the institutional and non-institutional aspects of contemporary corrections. Community corrections, probation, parole, and other forms of intermediate sanctions and incarceration alternatives will be analyzed. The operations of jails and prisons will be evaluated by focusing upon safety, security, classification and programming.

CORR 115 Interviewing and Interpersonal Communication 3 credits

This course analyzes the basis of effective communication in corrections and law enforcement by focusing upon report writing, interviewing and interpersonal communication skills. Students will learn note-taking techniques and how to gather information from an interview/interrogation. Verbal and non-verbal communication methods are explored in addition to planning, organizing, preparation and editing process for reports.

CORR 120 Community-Based Corrections 3 credits

Prerequisite: CORR 101

This course will analyze the function of probation, parole and community corrections as well as the role of those persons/officers conducting supervision of criminally convicted adults and juveniles. Offender classification, supervision and programming are examined with emphasis on case law, ethical issues and current trends.

CORR 125 Criminal Law *3 credits*

This course will explore the foundations, principles and limitations of the criminal law. Definitions of specific crimes and their critical elements will be analyzed through judicial decisions and practical applications. The Ohio Revised Code will serve as a model/primary reference for current laws; however, the course is applicable to all jurisdictions.

CORR 201 Criminology *3 credits*

This course will explore the origin, nature and extent of crime through an analysis of various causation theories. The various types of crimes, classifications of offenders and an overview of society's response to criminal behavior will be discussed.

CORR 215 Ethics and Professionalism *3 credits***Prerequisite: CORR 101**

This course will analyze the fundamentals of ethical theory and practices as they pertain to criminal justice professionals. Knowledge, honesty, courage, morality and integrity form the basis upon which students will discuss methods to identify ethical and unethical behavior. Ethical issues impacting the criminal justice field will be discussed.

CORR 221 Victimology *3 credits*

This course will introduce students to the role of victimology in today's criminal justice system. The discussion will focus on specific theories and coping strategies pertaining to domestic abuse, sexual assault, child maltreatment, elder abuse, property crime and homicide. Information regarding the victim's rights movement, legislation and programming will be incorporated throughout the course.

CORR 225 Legal Issues in Corrections *3 credits***Prerequisite: CORR 101**

This course will explore a multitude of legal issues facing correctional staff. Sources of correctional law and specific constitutional amendments will structure discussions regarding the confinement and treatment of incarcerated inmates as well as those supervised in the community.

CORR 230 Critical Incident Management *3 credits***Prerequisite: CORR 101 or permission of instructor**

This course will explore the volatile nature of managing critical incidents that occur within the field of corrections and law enforcement. Specific focus will be placed upon the dynamics and methods involved in hostage negotiation, intervention strategies during a critical incident and the utilization of effective interpersonal communication skills. Team intervention approaches will be discussed along with information regarding post-incident de-briefing.

CORR 235 Current Issues in Corrections *3 credits***Prerequisite: CORR 101**

This course will explore major issues facing corrections today by analyzing the social context in which punishment occurs. Statistical data and varying points of view will broaden the scope of the topics, allowing students to examine the impact of these correctional problems on the criminal justice system and society. Topics will include: prison violence, gangs, institutional crowding, societal change and its impact on corrections, inmate subcultures, female offenders, juvenile offenders, rehabilitation and treatment needs of offenders, correctional privatization, and the death penalty.

CORR 240 Correctional Case Management *3 credits***Prerequisite: CORR 101**

Correctional counseling, treatment and intervention practices will be addressed from an institutional and non-institutional perspective. Specifically, the student will be introduced to methods of conducting initial assessments in order to determine offender risks and needs. Case planning practices including goal setting and referral will be discussed with emphasis placed on special populations of correctional offenders.

CORR 276 Corrections Practicum *2 credits***Prerequisite: Student must have achieved sophomore status and be in good academic standing**

A 160-hour placement in on-the-job training, selected by the college or by the student and approved by the college. This will provide the student an opportunity to experience working in a correctional/criminal justice setting.

DEVELOPMENTAL - DEVL**DEVL 080 Fundamentals of Reading I** *4 credits*

This course is designed for students reading below the 9th grade level. It will provide for testing, instruction and media usage to improve vocabulary, comprehension and speed. This course cannot be used toward graduation requirements.

DEVL 081 Fundamentals of Reading II *4 credits***Prerequisite: Testing Placement**

This course is designed for students reading on the 9th grade level or above who need further assistance with vocabulary, comprehension or speed. This course cannot be used toward graduation requirements.

EARLY CHILDHOOD EDUCATION - ECED

ECED 110 Music for the Young Child 4 credits

This course is designed to prepare those in Early Childhood Education with basic music activities for the pre-school child. An exploration of music methods, learning sequences and teaching strategies will be emphasized. The student will observe a total of 4 hours in an approved early childhood classroom setting.

**ECED 115 Body Management in
Early Childhood Education** 3 credits

Prerequisite: EDUC 240

This course is designed to introduce the student to the need for appropriateness, developmental sequence and integration of body movement skills to cognitive, social and emotional development in early childhood program. The student will observe a minimum of 4 hours in an approved early childhood classroom setting.

**ECED 118 Early Childhood Education:
Social Development** 4 credits

This course is designed to prepare those in Early Childhood Education with conceptualizations of children, adult-child and child-child relationships and methods. It is designed to help the student acquire principles and skills that will allow the teacher and all who they influence to relate to children in ways that maximize their potential. The student will observe a total of 4 hours in an approved early childhood classroom setting.

**ECED 120 Language/Literacy
Development in the Young Child** 2 credits

This course is a study of the stages of language and literacy development in the young child. The student will observe a minimum of 4 hours in early childhood classroom setting.

**ECED 210 Administration of Early
Childhood Education** 3 credits

Prerequisite: EDUC 240

This course is designed to prepare students for administrative and leadership roles in the field of early childhood education. An overview of various types of early childhood programs and philosophies will be presented. Relevant topics including planning, implementing, and evaluating programs; leading and managing personnel; financing and budgeting; and establishing policies will be discussed.

**ECED 213 The Integrated Preschool
Classroom** 3 credits

Prerequisite: EDUC 240

This course is a study of developmentally appropriate practices and the uniqueness of the individual child as a basis for teaching in the preschool classroom. The student will observe a minimum of 4 hours in an integrated preschool classroom.

**ECED 215 Early Childhood Education:
Play & Early Childhood Development** 4 credits

Prerequisite: EDUC 240

The purpose of the course is to assist the student in developing a desirable attitude and a more comprehensive awareness and more thoughtful appreciation of function and worth of play in the processes of cognition, language, social and cultural behavior, and impulse control. It will be the purpose to integrate and share contemporary views of leading researchers with play, early childhood development, and education. The student will observe a total of 4 hours in an approved early childhood classroom setting.

**ECED 217 Science and Math
Experiences for the Young Child** 4 credits

Prerequisite: EDUC 240

The purpose of this course is to provide early childhood educators with guidelines for the direct and indirect techniques of the effective discovery science and math teacher. It is designed to help teachers discard biases toward science and math and to build upon knowledge they already have to enable confident work with young children. The student will observe a total of 4 hours in an approved early childhood classroom setting.

ECED 218 Infant/Child Nutrition/Health 2 credits

This course is a study of the basic concepts of food and nutrition especially as they apply to the young child.

**ECED 219 Infant/Toddler Care and
Education** 3 credits

Prerequisite: EDUC 240

This course is a study of the development of the infant and toddler with reference to providing an educational curriculum designed to stimulate learning and providing a caring and safe environment. The student will observe a minimum of 4 hours in an approved child care facility.

**ECED 220 Communicable Diseases/
Child Abuse Recognition** 2 credits

This course is designed to provide training in prevention, recognition, and management of communicable diseases as well as training in child abuse recognition and prevention.

ECED 225 Art and the Young Child 3 credits

Prerequisite: EDUC 240

This course is a study of developmentally appropriate art activities for young children. In addition, the student will observe a minimum of 4 hours in an early childhood classroom setting.

ECED 228 Parent Involvement in Education 2 credits

This course is a study of parent involvement in education using historical, educational, psychological, ethnic-socio diversity, and sociological perspectives.

ECED 230 Early Childhood Education: Seminar 2 credits**Corequisite: ECED 240**

Students will have opportunities to discuss their interaction with young children, staff, and parents in the early childhood setting. Students will study the role of the teacher, the student teacher, and behavior management in the classroom.

ECED 231 Early Childhood Education: Seminar II 2 credits**Corequisite: ECED 241**

Students will have opportunities to discuss their interaction with young children, staff, and parents. Students will analyze the components in the learning environment as well as the integration of theory and practice as it relates to quality programming, guidance, nutrition, health, and safety.

ECED 235 Community Resources 2 credits
Prerequisite: EDUC 101 or EDUC 102 or EDUC 240

This course is a study of the various community agencies and resources that provide assistance to young children with special needs.

ECED 240 Early Childhood Education: Practicum I 2 credits**Corequisite: ECED 230 and permission of the instructor**

This course is designed to provide students with opportunities to develop skills in working with young children (individually and in groups) and to integrate theories of child development with teaching practice. Students will work in assigned classrooms for 14 hours per week for a total of 140 clock hours.

ECED 241 Early Childhood Education: Practicum II 2 credits**Corequisite: ECED 231 and permission of the instructor**

This course is designed to provide students with opportunities to plan and implement developmentally appropriate activities in an approved early childhood classroom setting. Students will work in assigned classrooms for 14 hours per week for a total of 140 clock hours.

ECED 245 Observation/Assessment of Children 2 credits

This course is a study of various methods of obser-

vation and assessment techniques that are utilized in an early childhood classroom setting. In addition, the student will observe a minimum of 4 hours in an early childhood classroom setting.

ECONOMICS - ECON**ECON 199 Seminar** 1-6 credits

Discussion of particular problems related to chosen program and areas of special interest.

■ECON 205 Principles of Microeconomics 4 credits

Basic theory and economic analysis of prices, markets, production, wages, interest, rent, and profits. Analysis of how the capitalistic system determines what, how, and for whom to produce.

■ECON 206 Principles of Macroeconomics 4 credits

Basic theory of national income analysis. Causes of unemployment and inflation. Monetary and fiscal policies of the federal government.

EDUCATION - EDUC**EDUC 101 Introduction to Education** 4 credits

This introductory course is designed to acquaint students with the field of education. In this course the student will examine technology and its impact on schools, ethical and legal issues facing teachers, effective teaching strategies, diversity in the classroom, social problems and how they relate to schools, and current curricula. Students will complete a variety of activities including writing reflective papers, outside readings, and journaling for inclusion in the student portfolio.

EDUC 102 Foundations of Education 5 credits
Corequisite: EDUC 250

This course is designed for all students seeking licensure in the field of education. In this course, the student will examine historical and philosophical influences on education as well as the administrative and governance structure within the school setting. Various job options in education will be discussed. Professionalism and the teacher as a life-long learner will be addressed. Students will complete a variety of activities including writing reflective papers, interviewing teachers and administrators, attending board meetings, and journaling, for inclusion in the student portfolio. Classroom observations are an integral part of this course. The forty hours are to be distributed equally among special education, early childhood education, middle school, and high school. Journals and time sheets to document the field experience are required.

EDUC 124 Seminar I *2 credits*

Prerequisite: Admission to the paraprofessional education program and permission of instructor.

Corequisite: EDUC 125

This seminar is designed to accompany the paraprofessional practicum. The seminar will provide students with opportunities to share and critique their onsite experiences in the school setting. Journals and time sheets will be submitted to the instructor to document the field work. Additionally, the seminar will focus on discussion topics related to the role of the paraprofessional in today's schools.

EDUC 125 Practicum I *2 credits*

Prerequisite: Admission to the paraprofessional education program and permission of instructor

Corequisite: EDUC 124

This course is designed to provide students with opportunities to apply their skills and knowledge gained in college coursework to a variety of classroom settings. This practicum is a minimum of 14 hours per week working as a paraprofessional in an approved educational setting under the supervision of a classroom teacher and college instructor. Students will work with children of varying ages and abilities. Journals and time sheets will provide documentation of the classroom experiences. Current practicing paraprofessionals will complete the practicum experience in a setting different from their current assignment.

EDUC 199 Seminar *1-9 credits*

Discussion of particular problems related to chosen program and areas of special interest.

EDUC 220 Foundations of Literacy *4 credits*

Prerequisite: ECED 120

This course is designed to provide students with an understanding of the reading process. Contemporary theories and issues regarding literacy learning will be addressed. Current approaches to reading instruction including skill instruction, word-recognition instruction, ability grouping, whole-language instruction, literature-based instruction, invented spelling, and phonics will be covered. Students will become familiar with influences on the reading process such as cultural, linguistic, and ethnic diversity as well as developmental influences including environmental, emotional, social, and cognitive limitations and experiences. Classroom assessment alternatives will also be addressed.

EDUC 224 Seminar II *2 credits*

Prerequisite: Admission to the paraprofessional education program and permission of the instructor.

Corequisite: EDUC 225

This seminar is designed to accompany the paraprofessional practicum. The seminar will provide students

with opportunities to share and critique their onsite experiences in the school setting. Journals and time sheets will be submitted to the instructor to document the field work. Additionally, the seminar will focus on the interaction among teachers, students, parents, and the paraprofessional in today's schools. Students will analyze theory and practice as it relates to behavior management, guidance, and teaching in an inclusive setting.

EDUC 225 Practicum II *2 credits*

Prerequisite: Admission to the paraprofessional education program, successful completion of EDUC 125, and permission of the instructor.

Corequisite: EDUC 224

This course is designed to provide students with opportunities to apply their skills and knowledge gained in college coursework to a variety of classroom settings. This practicum is a minimum of 14 hours per week working as a paraprofessional in an approved educational setting under the supervision of a classroom teacher and college instructor. Students will work with children of varying ages and abilities. Journals and time sheets will provide documentation of the classroom experiences. The Practicum II field placement will differ from Practicum I to ensure the student will experience the role of the paraprofessional in a variety of settings. Current practicing paraprofessionals will complete the practicum experience in a setting different from their current assignment.

EDUC 230 Children and Books *4 credits*

Prerequisite: ENGL 102

This course is an introduction to Children's Literature with experience in a wide range of age levels. Emphasis will be placed on selection and use of books and activities for the preschool and elementary classroom. This course will not satisfy the general education requirements in English and humanities.

EDUC 234 Technology in Education *4 credits*

This course provides an introduction to integrating technology in the classroom. Topics include the Internet, Productivity Software Applications for educators, integrating multimedia and education software applications, and creating curriculum and web pages. This course is designed to meet the requirements of the International Society for Technology in Education NETS Standards for Teachers.

EDUC 235 Young Adult Literature *4 credits*

Prerequisite: ENGL 102, EDUC 102 or permission of instructor

Students will learn what constitutes quality young adult literature, and will be introduced to a wide range of young adult novels. Students will examine young adult literature through a literary context and develop age-

appropriate lesson plans. This course does not satisfy the general education requirements in English and humanities.

EDUC 237 Art for the Elementary Teacher 4 credits

Prerequisite: Fine Arts elective or permission of the instructor.

Developing an understanding of child growth and development through creative expression. Emphasis on functions and procedures of art in the classroom. Experiences of age-appropriate media and observations of children and the art process included.

EDUC 240 Introduction to Early Childhood Education 3 credits

Prerequisite and/or Corequisite: PSYC 110

This course is designed for the student wishing to teach young children in a preschool center setting. An introduction to programs, schema in curriculum, appropriateness of materials, and availability of community resources will be correlated to the development of the younger preschool child. The student will observe a total of 4 hours in an approved early childhood classroom setting.

EDUC 243 Survey of the Exceptional Child and Adult 4 credits

Corequisite: EDUC 101 or permission of instructor

Orientation of the history, etiology and educational programs for exceptional children with the following handicapping conditions: trainable mentally handicapped, educable mentally handicapped, learning disabled, behavioral disordered, emotionally disabled, auditory, visual, orthopedic, speech impaired, health impaired, and gifted. Traces PL 94-142 from inception, significance and influence. Orientation to adult services and programs available for the mentally retarded. The student will observe a total of 4 hours in an approved classroom setting.

EDUC 250 Educational Field Experience 1-2 credits

Corequisite: EDUC 102

This course is a one quarter class in laboratory experience and participation in public education specializing in the area of intended concentration. Arrangements are to be made individually with the field experience instructor. It will consist of 30 laboratory hours per credit hour.

EDUC 260 Teaching In a Diverse Society 4 credits

Prerequisite: EDUC 101

This course is designed to prepare the prospective teacher to effectively teach the range of students found in the typical classroom. Students will become familiar with various individual differences that

characterize today's school population including children with special needs, talented and gifted learners, culturally and linguistically diverse individuals, and students at risk for school failure. Practical strategies for adapting instruction to meet the learning needs of all students in general education classrooms will be addressed.

EDUC 261 Foundations of Mental Retardation 4 credits

An introduction to the field of mental retardation with emphasis on physiological, psychological, environmental and cultural factors, and an investigation of the problems of classification, etiology, identification, diagnosis, educational procedures and organization.

EDUC 262 Behavioral Management of the Special Needs Student 4 credits

Prerequisites: EDUC 243 and EDUC 261

Surveys the literature and approaches dealing with types of teacher and student behavior. The interaction between the two, classroom dynamics, as well as their effects on behavior within the school setting will be studied in light of behavior theory and techniques.

EDUC 263 Occupational Orientation to the Mentally Retarded 4 credits

Prerequisite: EDUC 262

Examines the various methods utilized to determine quality of work at MR/DD facilities. Includes the assessment of potential and implementation of individual habilitation plans.

EDUC 264 Habilitation Programming 4 credits

Prerequisite: EDUC 263

Deals with the habilitation of mentally retarded and developmentally disabled adults. Provides the knowledge, abilities and skills necessary to prepare the MR/DD adult to function effectively in the community.

EDUC 265 Skills for Counseling Clients and Parents 4 credits

Prerequisites: EDUC 243 and EDUC 261

Deals with the analysis and comparison of various theories, principles, procedures, and practices in counseling. Emphasis on those who lend themselves to the typical work of staff members in MR/DD facilities.

EDUC 266 Principles of Supervision in MR/DD 4 credits

Prerequisites: EDUC 264 and EDUC 265

Introductory study of the principles of supervision, philosophy, and services, including their application in the educational and workshop setting. General needs of staff and clients served by the MR/DD facility will also be covered.

Education (EDUC) - Electrical Engineering (EENG)**EDUC 267 Administration of Special Education** 4 credits**Prerequisite: EDUC 266**

Provides a systematic approach to administering programs for MR/DD, with an emphasis on programs for the mentally retarded and developmentally disabled. Analysis of key administrative and related personnel in the special education area will be covered.

EDUC 268 Vocational Evaluation for MR/DD Programs 4 credits**Prerequisite: EDUC 267**

Examines the various methods utilized to determine work evaluation reports and adjustments.

EDUC 269 The Management Habilitation Facilities 4 credits**Prerequisite: EDUC 268**

Examines the various methods utilized to determine work adjustment in MR/DD programs.

Courses Related to Education:

Audio-Visual Materials and Methods - see LIBRARY SCIENCE 144.

Production of Audio-Visual Materials - see LIBRARY SCIENCE 201.

Educational Psychology - see PSYCHOLOGY 241.

ELECTRICAL ENGINEERING - EENG**EENG 100 Survey of Engineering** 1 credit

An introduction to the engineering field with particular emphasis on the role of the technician.

EENG 103 Industrial Electricity I 5 credits**Prerequisite: MATH 118 or equivalent**

Ohmic and non-ohmic conduction. DC voltage, current, power and resistance calculations in series, parallel and series-parallel circuits. Interpretation of schematics and functional analysis of circuits. Introduction to discrete solid state devices and circuits. Device construction and packaging.

EENG 104 Industrial Electricity II 5 credits**Prerequisites: EENG 103 or equivalent, MATH 120**

Single phase and polyphase AC voltage, current, power and resistance calculations in series, parallel and series-parallel circuits. Steady state AC behavior of capacitors and inductors. Introduction to discrete solid state devices and circuits. Device construction and packaging.

EENG 105 DC Circuits and Devices 4 credits**Prerequisite: MATH 120 or equivalent**

An examination of the behavior of passive devices in transient and steady state DC circuits. Topics in-

clude device construction and packaging. Ohmic and non-ohmic conduction, voltage, current, power and resistance calculations in series, parallel and series-parallel circuits. Laboratory consists of development of prototyping skills and verification of circuit operation.

EENG 115 AC Circuits and Devices 4 credits**Prerequisite: EENG 105 or equivalent**

An examination of the frequency response of reactive circuits. Topics include voltage, current and power calculations in series, parallel and series-parallel circuits. Applications of resonance and filtering are discussed.

EENG 127 Fluid Power & Control 5 credits**Prerequisite: EENG 104 and PHYS 117**

An introduction to hydraulics and pneumatics in fluid power systems. Industry symbols and schematic standards are covered. Typical industrial applications of control circuitry to fluid power systems are covered in the lab.

EENG 150 Operating Systems 3 credits

This course is designed to introduce the student to various types of computer operating systems. It will familiarize the student with the basic commands and fundamental concepts needed to work in these systems. We will discuss single user, multitasking and multi-user systems along with user interfaces. If you have completed CSCI 150 you cannot receive credit for this course.

EENG 152 Local Area Networks 4 credits**Prerequisites: CSCI 140 or permission of instructor**

This course is designed to introduce concepts in local area networking. It familiarizes the student with network topologies, hardware and protocols. Learn the advantages, disadvantages and importance of various types of networks. This course gives hands-on experience. If you have completed CSCI 152 you cannot receive credit for this course.

EENG 185 Electrical Machinery 4 credits**Prerequisites: PHYS 117 and EENG 115**

An examination of the characteristics of power transmission equipment. DC and single phase and poly-phase AC machinery are covered including servomotors and transformers.

EENG 199 Seminar 1-3 credits

Discussion of particular problems related to chosen program and areas of special interest.

EENG 200 Industrial Instrumentation 5 credits**Prerequisite: PHYS 101 or equivalent**

This course is an introduction to electronic industrial measurements. It provides operators and technicians with an understanding of how typical industrial instru-

mentation functions, the limitations of sensors and how instrumentation relates to process control.

EENG 203 Industrial Electronics *5 credits*

Prerequisite: EENG 104 or equivalent

Semiconductor applications in discrete amplifier and power supply circuits. Packaging, specifications and application of diodes, transistors, FETs and other discrete devices. Linear IC devices, circuits and applications.

EENG 205 Digital Electronics *4 credits*

Prerequisite: EENG 115 or equivalent

An examination of number systems and techniques of logical reduction. Pulse and logic circuits, counters, registers, logic families, integrated circuits and basic elements of digital design are discussed.

EENG 207 Industrial Computer Applications *5 credits*

Prerequisite: EENG 203 and ENDS 145

In a lab-lecture format, digital circuitry is examined from logic gates to microprocessor controllers and programmable logic controllers. Standard industrial interfaces and ladder logic programming are covered in lab.

EENG 215 Analog Circuits and Devices *5 credits*

Prerequisite: EENG 115 or equivalent

An introduction to the characteristics, specifications, packaging, and applications of discrete devices and low scale integrated circuits.

EENG 225 Digital Applications *3 credits*

Prerequisite: EENG 205

Development of lab skills in digital circuitry. An introduction to industry standards of documentation. Breadboard implementation of digital circuit designs and use of debugging techniques.

EENG 235 Electronic Communications Systems *4 credits*

This course is an examination of analog communications techniques in preparation for the FCC General Radiotelephone License. Topics include the electromagnetic spectrum, frequency allocation, methods of modulation, transmission lines and antennas, radio and television broadcast and FCC regulations.

EENG 245 Analog Applications *3 credits*

Prerequisite: EENG 215

This course builds the practical skills of component identification, circuit building and measurement techniques in analog circuits. The use and development of documentation, and safety procedures are emphasized.

EENG 254 Computer Architecture and Design *4 credits*

Prerequisites: CSCI 140,141,142 or permission of instructor

This is an introductory course into computer architecture. This class will cover all hardware components and begin to teach students how each operate to make the computer function. There will be exercises and hands-on projects. If you have completed CSCI 245 you cannot receive credit for this course.

EENG 255 Digital Communications *5 credits*

Prerequisites: EENG 205 and ENDS 145

Corequisite: EENG 225

An examination of various digital communications techniques. Topics covered will include modulation, sampling, coding and decoding, multiplexing, error detection and correction, modems, LANs, and WANs.

EENG 262 Troubleshooting *3 credits*

Prerequisite: EENG 215 or equivalent

Troubleshooting problems in systems. Techniques of fault isolation and remedy are introduced and developed. Emphasis is on typical industrial problems.

EENG 265 Microprocessor Systems *5 credits*

Prerequisites: EENG 255

An examination of typical microprocessor hardware. Introduction to the use of Assembly Language programs for control and analysis. Topics include I/O devices, DMAs, disk drive and video controllers.

EENG 270 Robotics *3 credits*

Prerequisites: EENG 205 and EENG 215

This course is designed to provide an introduction to industrial robotic technology. The student will study robotic applications in industry, robotic design and control systems. The course will include laboratory instruction on the set-up and programming of small instructional robots to carry out simulations of industrial tasks.

EENG 275 Robotic Systems *5 credits*

Prerequisites: EENG 270

An in-depth continuation of EENG 270. Hydraulic, pneumatic and electric servo systems are examined. Advanced laboratory instruction on robot programming, and industrial applications, work flow, planning and troubleshooting.

EENG 285 Manufacturing Control Systems *5 credits*

Prerequisites: EENG 205 and EENG 215

Introduction to the use of programmable logic controllers in industry. Topics include ladder logic programming, sensors used in manufacturing control systems and applications of PID loops. Laboratory complementing class work.

EENG 299 Research Project *3 credits*

Prerequisite: Final standing as a major in

Electrical Engineering Technology or permission of instructor

Corequisite: EENG 220

Independent study resulting in a technical project, research paper, or a combination of these. Selection of the area of study is made in consultation with the instructor and must be approved by him.

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC - EMTP

EMTP 101 Emergency Medical Technician – Basic *10 credits*

Prerequisites: Meet Ohio Division of EMS requirements

This course is designed to prepare the student to perform minimum entry-level emergency care in the out-of-hospital environment. Emphasis includes recognizing the nature and seriousness of the patient's condition, administering appropriate emergency medical care, lifting, moving and positioning the patient to minimize discomfort and prevent further injury, and perform these duties safely and effectively. At the end of this course, successful students will be eligible to sit for Ohio certification testing as an Emergency Medical Technician-Basic.

EMTP 103 EMT-Basic Refresher *3 credits*
Prerequisites: EMT-Basic Certification or Permission of Program Director

This course is designed for the practicing EMT-Basic. Emphasis includes recognizing the nature and seriousness of the patient's condition, administering appropriate emergency medical care, lifting, moving and positioning the patient to minimize discomfort and prevent further injury, and perform these duties safely and effectively. At the end of this course, successful students will be eligible for renewal of their State of Ohio EMT-Basic certification and will have completed a portion of the requirements for National Registry of EMTs reregistration.

EMTP 105 EMS Operations *8 credits*
Prerequisites: Completion of an Ohio approved EMT-Basic class

An in-depth study of topics affecting EMS operations. Topics covered include legal/ethical issues, research as it applies to EMS, multiple casualty incident management, hazardous materials incident management, rescue operations, and EMS response to terrorism. Other topics of interest to the students may be incorporated as time allows.

EMTP 106 Success for EMS Professionals *5 credits*
Prerequisites: EMTP 101 or Current EMT certification

This course is designed to increase students' success in advanced-level EMS courses and their future EMS careers. Proven student success principles including personal responsibility, self-motivation, and self-management will be addressed. In addition, anatomy, physiology, and pathophysiology topics pertinent to advanced EMS education will be studied. Finally, an overview of medical terminology and dosage calculation will be included. This course is a prerequisite for all advanced-level EMS courses.

EMTP 107 Issues in EMS *3 credits*
Prerequisites: EMTP 101 or current EMT certification

This course provides an in-depth study of major issues affecting EMS providers. Topics covered include medical/legal issues and research as it applies to EMS. Other topics of interest to the students may be incorporated as time allows.

EMTP 110 Paramedic Theory and Practice I *6 credits*
Prerequisites: EMTP 106, current Ohio EMT certification, meet Ohio Division of EMS requirements

Corequisites: EMTP 120

This is the first course in the paramedic certification sequence. Topics will include an introduction to out-of-hospital care, the roles and responsibilities of the paramedic, and the foundational material for the practice of advanced life support.

EMTP 120 Paramedic Clinical I *3 credits*
Prerequisites: EMTP 106, current Ohio EMT certification, meet Ohio Division of EMS requirements

Corequisites: EMTP 110

The paramedic clinical sequence provides an opportunity for students to apply the material from the didactic and laboratory courses in a healthcare facility and/or field environment. During this directed practice experience, students practice the skills and apply the knowledge from these courses under the supervision of a clinical preceptor. Through the sequence, they will progress from observer to participant to team leader as their knowledge and skills develop.

EMTP 214 Paramedic Theory and Practice II *8 credits*
Prerequisites: EMTP 110

This course will cover assessment and management of the trauma patient and will introduce cardiac rhythm interpretation. Topics will include trauma systems, mechanism of injury, bleeding, shock, burns, and management of injuries to different body areas. Basic cardiac rhythm interpretation will also be included.

EMTP 215 Paramedic Theory and Practice III 7 credits

Prerequisites: EMTP 214, EMTP 224

Corequisite: EMTP 225

This course will cover assessment and management of patients with various medical conditions. Topics will include respiratory, cardiovascular, neurologic, and endocrine emergencies. Obstetric and gynecologic emergencies will also be discussed.

EMTP 216 Paramedic Theory and Practice IV 8 credits

Prerequisite: EMTP 215

This course will cover special considerations in emergency medical care and EMS operations. It will also integrate information from previous classes to allow the student to provide comprehensive emergency medical care.

EMTP 217 Preparation for Paramedic Certification 3 credits

Prerequisites: EMTP 215 or permission of program director

Corequisites: EMTP 216 or permission of program director, EMTP 226 or permission of program director

This course is designed as a review and preparation tool for the paramedic certification exam. The course is designed to aid students in recalling and applying principles of advanced out of hospital patient care. Methods to improve test-taking skills and relieve test anxiety are also included.

EMTP 218 Paramedic Refresher 4 credits

Prerequisites: Paramedic Certification or permission of Program Director

This course is designed for the practicing Paramedic. Emphasis includes assessment and management of a variety of conditions in the following areas: Airway and Breathing, Cardiology, Medical Emergencies, Trauma Emergencies, Pediatrics, Obstetrics, and EMS Operations. At the end of this course, successful students will have completed the refresher course requirements of the State of Ohio and the National Registry of EMTs.

EMTP 220 Advanced Topics in EMS 8 credits

Prerequisites: Completion of an Ohio approved Paramedic program

This course discusses the concept and components of critical care transport and the advanced knowledge and skills that are beneficial in treating and transporting critically ill patients. Detailed assessment and management of conditions affecting the respiratory, cardiovascular, gastrointestinal, genitourinary, and neurological systems is covered. In addition, a principle of pharmacological management as it applies to emergency

department and critical care transport is discussed. Information is then integrated using simulated patient presentations to reinforce the principles learned and present special situations.

EMTP 224 Paramedic Clinical II 3 credits

Prerequisites: EMTP 110, EMTP 120

Corequisite: EMTP 214

The paramedic clinical sequence provides an opportunity for students to apply the material from the didactic and laboratory courses in a healthcare facility and/or field environment. During this directed practice experience, students practice the skills and apply the knowledge from these courses under the supervision of a clinical preceptor. Through the sequence, they will progress from observer to participant to team leader as their knowledge and skills develop.

EMTP 225 Paramedic Clinical III 3 credits

Prerequisites: EMTP 214, EMTP 224

Corequisite: EMTP 215

The paramedic clinical sequence provides an opportunity for students to apply the material from the didactic and laboratory courses in a healthcare facility and/or field environment. During this directed practice experience, students practice the skills and apply the knowledge from these courses under the supervision of a clinical preceptor. Through the sequence, they will progress from observer to participant to team leader as their knowledge and skills develop.

EMTP 226 Paramedic Clinical IV 3 credits

Prerequisites: EMTP 215, EMTP 225

Corequisites: EMTP 217, EMTP 216

The paramedic clinical sequence provides an opportunity for students to apply the material from the didactic and laboratory courses in a healthcare facility and/or field environment. During this directed practice experience, students practice the skills and apply the knowledge from these courses under the supervision of a clinical preceptor. Through the sequence, they will progress from observer to participant to team leader as their knowledge and skills develop.

ENGINEERING DESIGN - ENDS

ENDS 100 Introduction to Engineering Technology 3 credits

This course introduces the student to the engineering profession and the variety of related jobs and careers. This course also includes the use of electronic calculators, conversion of units, (English to metric and metric to English), problem solving techniques, scientific notation and decision-making models.

ENDS 110 Blueprint Reading 3 credits

The course is designed to provide the student with a confident introductory level knowledge of ANSI Y 14.5M-1982 standards as they apply to reading blueprints. It is intended to enable the student to use this improved background to make independent judgment in the work setting. The technical standards will remain the same for all students but the application of theory to practice will be industry specific. All terms refer to ANSI Y 14.5M-1982.

ENDS 112 Construction Estimation 3 credits

Methods and procedures used in estimating construction costs, including the organization of material, labor and other costs.

ENDS 125 Descriptive Geometry 3 credits**Prerequisites: ENDS 142 and MATH 120**

This is a drafting course which studies the graphic solution to engineering design problems. The student learns to visualize and solve problems involving points, lines, curve surfaces, planes, parallel and perpendicular lines and surfaces, and line and surface intersections.

ENDS 141 Engineering Drawing I 3 credits

This is a beginning drawing course. Students are introduced to the basics of drafting techniques and the use of drafting equipment such as instruments, drafting machines, microfilm camera and reader and diazo printing.

ENDS 142 Engineering Drawing II 3 credits**Prerequisite: ENDS 141**

A continuation of Engineering Design 141. This course involves specialized drafting techniques to acquaint the students with a variety of drafting applications. The course covers auxiliary views, the drafting of gears, sheet metal developments, welding, surface intersection, and additional experience with view visualization.

ENDS 143 Elements of Product Design 3 credits**Prerequisite: ENDS 142**

Application of engineering design process to solving product design problems. The design solution is presented in the form of engineering working drawings.

ENDS 144 Electrical Drafting 3 credits**Prerequisite: ENDS 141**

This course is a study of electrical and electronic diagrams. The student learns electronic symbols and the use of these symbols to draft and design schematic diagrams, micro-electronic diagrams, printed circuit diagrams, electrical power systems and electrical drawings for architectural plans.

ENDS 145 Computer Applications in Engineering 4 credits

An introductory course where students learn areas in engineering where computers are commonly used. Topics include: reports, calculations, drafting, analysis, numerical control for manufacturing and robotics. Applications course with a lab component.

ENDS 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

ENDS 201 Statics 5 credits**Prerequisites: MATH 120 and PHYS 117 or approval of instructor**

In this course the student studies the principles of forces, as applied to trusses, frames, beams, walls, and machine parts. The student will gain experience by solving problems graphically and mathematically. The course covers the study of vectors, forces, resultants, and equilibrium.

ENDS 202 Dynamics 4 credits**Prerequisite: ENDS 201**

In this course the student studies the principles of dynamics as applied to linear motion and angular motion. The course covers kinematics, and kinetics of rectilinear motion, curvilinear motion and kinematics and kinetics of rotation.

ENDS 203 Strength of Materials 4 credits**Prerequisite: ENDS 201 or approval of instructor**

An introductory course in mechanics of materials, analysis and design of members subjected to various combinations of loading, stress and strain, beams, columns, members in torsion. In-class experiments investigate the response of deformable bodies to applied loads.

ENDS 204 Mechanisms 3 credits**Prerequisite: PHYS 117**

A study of mechanical components including: gear trains; belt, chain and disk drives; cams; levers; linkage mechanisms; Geneva mechanisms. Laboratory work complementing class work.

ENDS 205 Hydraulics and Pneumatics 4 credits**Prerequisites: PHYS 117 and MATH 120**

An introductory course to impart basic knowledge of hydraulic and pneumatic components and systems for power transmission and control, where laboratory work is performed using industrial components and circuits.

ENDS 207 Statistical Process Control 4 credits**Prerequisite: MATH 117**

An introductory course in Statistical Process Control; the course will cover discovery and problem solving

techniques, and effective SPC theories and measures.

ENDS 215 Graphic Data Analysis *3 credits*

Prerequisites: ENDS 141 and MATH 120

This is a study of the design and drafting of graphs, charts, tables, and the study of machine part movements. This course also covers the basics of computer drafting and design techniques.

ENDS 218 Specification Writing *3 credits*

This course is the study of writing and interpreting engineering and architectural specifications. Special emphasis is on form, vocabulary, and writing styles.

ENDS 219 Tool Design *3 credits*

Prerequisites: ENDS 141 and MATH 120

A course in designing of manufacturing tooling including broaches, lathe and mill tools; piercing, blanking, bending and drawing dies; the economics of tool design; and cutting and forming materials. Principles of manufacturing and properties of materials are utilized.

ENDS 220 Jigs and Fixtures *3 credits*

Prerequisites: ENDS 141 and MATH 120

This course specializes in the design and drafting of jig and fixture devices used in manufacturing. The course also studies the design aspects of time, cost, product quality, tolerancing, and operator use.

ENDS 221 Machine Design *3 credits*

Prerequisite: ENDS 201

Analysis and design of machine components and assemblies such as: couplings, bearings, springs, frames, gears, belts, etc. Principles of mechanics, kinematics, drafting and strength of materials are utilized.

ENDS 230 Computer Graphics I *3 credits*

Prerequisites: ENDS 141 and ENDS 145, or approval of instructor

An introductory course in computer assisted design techniques. The student will gain experience by solving problems in drafting utilizing an interactive CAD system.

ENDS 231 Computer Graphics II *4 credits*

Prerequisite: ENDS 230 or permission of instructor

A continuation of ENDS 230. Students will extend their CAD competence by solving sophisticated problems in drafting utilizing an interactive CAD system. Applications course demonstrations and lecture together with a lab component.

ENDS 232 Computer Graphics III *4 credits*

Prerequisite: ENDS 231 or permission of instructor

A continuation of ENDS 231. Emphasis on develop-

ing speed and accuracy in graphic techniques while studying and applying design drafting concepts. The course will utilize high-speed, industrial compatible CAD system. Applications course with demonstrations and lecture together with a lab component.

ENDS 233 Computer Aided Manufacturing *4 credits*

Prerequisites: MATH 120 and ENDS 230

This course introduces manual programming for numerical control machines, punch tape, and computer numerical control following the recommendations of the Electronic Industries Association (EIA) and Aerospace Industries Association (AIA).

ENDS 235 Technical Illustration *3 credits*

Prerequisite: ENDS 142

An introductory course where students learn to draft illustrations of machine parts, exploded pictorial assemblies, parts catalogs, plant layouts, and architectural elevations. Illustrations are drafted in both color and black and white media.

ENDS 236 Architectural Drawing *4 credits*

Prerequisite: ENDS 142

An introductory course where students learn design of residential and commercial buildings, including elevation, foundations, and interior drawings. This course also involves the study of architectural symbols, nomenclature, detailing, sectioning, dimensioning, and the use of architectural catalogs.

ENDS 237 Plant & Facilities Engineering *4 credits*

A general overview of plant systems and machinery, this course includes electrical, hydraulic, and pneumatic systems operation, process control, equipment maintenance, and general troubleshooting procedures.

ENDS 251 Quality Improvement Management II *4 credits*

Prerequisite: BADM 250

This course continues the approach to management which fosters quality productivity and competitive strength. Subject matter is based on ideas of Drs. Deming and Juran, stressing operator controllable errors, diagnostic tools, remedy, motivations for quality, and means for control to develop annual improvements.

ENDS 260 Introduction to Surveying *4 credits*

Prerequisite: MATH 120

An introductory course to impart basic knowledge of surveying plus training in the use of traditional surveying equipment.

ENDS 299 Research Project *1-3 credits*

Prerequisite: Final quarter standing as a major in

Drafting and Design Technology or permission of the department chairman

Independent study resulting in a technical report, research paper, project, or a combination of these. Selection of the area of study is made in consultation with the instructor and must be approved by him.

ENGLISH - ENGL**ENGL 100 Preparation for College Composition** 3 credits

This course prepares students for college composition by offering a basic introduction to the various aspects of writing. This introduction includes a thorough review in rules of usage. Coursework presents writing as a process and provides instruction and practice in prewriting, drafting, revising, and editing strategies. This course is offered on a Satisfactory/Unsatisfactory basis. It may not be used to satisfy English requirements in any program, but may be used to satisfy elective requirements.

■ENGL 101 English Composition I 4 credits
Prerequisites: One of the following: 1) two years of college preparatory English; 2) appropriate score on SSCC placement test; 3) successful completion of ENGL 100

This course provides an introduction to expository writing, emphasizing the clear and concise expression of ideas in a variety of rhetorical modes.

■ENGL 102 English Composition II 4 credits
Prerequisite: ENGL 101

This course advances skills acquired in English 101 while emphasizing argumentation and research writing. Research and MLA documentation techniques are introduced.

■ENGL 103 English Composition III 3 credits
Prerequisites: ENGL 102

This course is required of all students who enroll in Associate of Arts and Associate of Science programs, and it is highly recommended for students who intend to earn a bachelor's degree. The course provides study and practice in the principles of writing college-level essays and research papers. Emphasis is placed on persuasive, critical, and interpretive writing based on assigned reading of literary works. *Students may not receive credit for both English 103 and English 110.*

ENGL 110 English Composition IV 3 credits
Prerequisite: ENGL 102

This course provides study and practice in the principles of writing. The course will emphasize persuasive, critical, and interpretive writing based on assigned reading. Attention will be given to stylistic choices in words

and sentences. **This course is intended for students enrolled in technical degree programs. It does not fulfill the requirements of English 103, and it cannot be substituted for that course.** *Students may not receive credit for both English 103 and English 110.*

ENGL 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

ENGL 205 Technical Report Writing 3 credits
Prerequisite: ENGL 102

This course introduces students to the discipline of technical communication. Preparation of visuals to supplement text, descriptions of mechanisms, explanations of processes, and writing reports are the major topics included. This course is designed for students enrolled in technical degree programs and does not fulfill a humanities requirement.

ENGL 206 Introduction to Journalism 4 credits**Prerequisite: ENGL 101 or permission of instructor**

Introduction to journalism is a course designed to introduce students to the basic processes of news writing and reporting. The course will acquaint students with newsroom operations, reporting, writing, editing, and Associated Press style guidelines for both print and electronic media.

■ENGL 207 Women in Literature 3 credits**Prerequisite: ENGL 101 or permission of instructor**

This course examines the changing roles of women in Western Culture (with some emphasis on American society), as illustrated in selected works of literature. The structure of the course combines historic and analytical readings of the works, and concentrates on how various writers, female and male, portray women; e.g., as sex-goddess, as mother-figure, as domineering or submissive wife, as artist, as old maid, and so forth. Also, the course examines the increasing influence on the literature of Western culture to bear by female writers.

ENGL 214 Writing in the Professions 4 credits**Prerequisite: ENGL 102**

This course offers instruction in writing as it is practiced in the workplace. Students will learn to analyze professional and para-professional writing situations and apply the principles of effective writing to professional writing tasks.

■ENGL 217 Readings in Early British Literature 4 credits**Prerequisite: ENGL 101 or permission of instructor**

This course offers an introduction to early British literature, examining major works and authors from the Middle Ages through the 18th century.

■ENGL 218 Readings in Later British Literature 4 credits

Prerequisite: ENGL 101 or permission of instructor

This course offers an introduction to later British literature, examining major works and authors from the 19th century to the present.

ENGL 219 Creative Writing: Fiction and Poetry 4 credits

Prerequisite: ENGL 101 or permission of the instructor

This course is an introduction to creative writing, focusing on both fiction and poetry. Discussions of fiction writing will emphasize (1) the technical elements of fiction, (2) assigned readings, and (3) works written by class members. Discussions of poetry will emphasize (1) the technical elements of poetry, (2) assigned readings, and (3) works written by class members.

■ENGL 230 American Literature to 1900 4 credits

Prerequisite: ENGL 101 or permission of instructor

This course explores major works in American literature through the 19th century. Readings are drawn from the Puritan Age, Colonial Period, Romantic Age, and the Age of Realism.

■ENGL 235 American Literature after 1900 4 credits

Prerequisite: ENGL 101 or permission of instructor

This course explores major works and literary trends in American literature from 1900 to the present.

ENGL 236 Themes in Contemporary Fiction 4-8 credits

Prerequisite: ENGL 101 or permission of instructor

This course explores one or more significant themes from contemporary world fiction. The themes will be examined in novels from the literature of any modern world culture. The course is repeatable to a maximum of eight hours. (The themes will alternate so a student could take the course twice and find different content.)

■ENGL 240 Introduction to Films 4 credits

Prerequisite: ENGL 101 or permission of instructor

This course focuses on the art and history of film, with particular attention given to the study of cinematic adaptation of works of literary art. The course introduces students to basic film and literary techniques,

terminologies, genres, and traditions. Students will read literary works, view film adaptations of literary works, and engage in critical and artistic analysis of both forms of art.

ENTREPRENEURSHIP - ENTR

ENTR 102 Opportunity Analysis 4 credits

Assessing current economic, social and political climate for small businesses. Understanding demographic, technological, and social changes which create opportunities for small business ventures.

ENTR 108 Effective Small Business Management 4 credits

Structure and functions of starting and operating a small business, cost benefit analysis, competitive advantage, opportunity recognition and keeping records.

ENTR 110 Fast Track Business Plan 4 credits

The student should learn fundamentals of evaluating a business, writing a sound business plan, assessing strengths and weaknesses of business, prepare marketing plan, identify and evaluate available funding resources, and preparation of financial projects.

ENTR 120 Innovation and Creativity 4 credits

Upon completion the student should:

1) Have a better understanding of his/her creative abilities; 2) Change the way he/she thinks about intelligence, education, and human resources; 3) Understand creativity and the concept that it is a function of intelligence; 4) Understand that "Imagination is the beginning of creation: You imagine what you desire, you will what you imagine, and at last you create what you will." -George Bernard Shaw.

ENTR 150 Introduction to Entrepreneurship 4 credits

Prerequisite: ACCT 104

Structure and functions of starting and operating a small business, and building a business plan.

ENTR 201 Funding & Acquisition for Entrepreneurs 4 credits

Prerequisite: ENTR 110 and CSCI 102

The student will understand and demonstrate an understanding of acquiring funding for a business venture. They will also understand the impact of funding sources. This will be accomplished by reviewing the impact of venture capital in every phase of the business venture including planning, team building, identifying funding sources, writing funding arguments, and managing through merger or acquisitions. The student will also develop and present a funding proposal.

ENTR 254 Legal Issues for Small Business 4 credits

This course covers introduction to the law, dispute resolution, business foundations, business regulations, and globalization.

ENTR 280 Consumer Behavior 4 credits

Upon completion of this course the student should develop the knowledge and skills necessary to perform useful consumer analysis in developing marketing strategies. The student should understand why people buy things.

ENTR 295 Entrepreneurship Internship 4 credits

Prerequisite: Must be taken in second year of program. The student should be able to apply classroom knowledge to an actual work situation. Work experience should be obtained in an approved work training location. A minimum of 135 hours of work/training is required with one hour of classroom participation. This course is required for the Associate of Applied Science in Entrepreneurship.

FINE ART - FNAR

FNAR 101 Basic Design 3 credits

This course is an introduction to basic design principles. Students will analyze examples of basic design and compositional principles drawn from commercial art and graphics and will create two dimensional and three dimensional projects using those principles.

■ **FNAR 104 Introduction to the Arts** 4 credits

Creators of art, regardless of chosen form, share many concepts. In this course the student will explore these similarities and experience the creative process in each of the artistic disciplines, thereby enhancing personal interest and understanding of the arts with an emphasis being placed on the visual art forms.

FNAR 105 Basic Drawing I 4-8 credits

An intensive drawing course in the observation and interpretation of form with concern for space, line, volume, texture, and composition. Varied still life, landscape and architectural subject matter will be studied in the pencil and charcoal mediums.

FNAR 106 Basic Drawing II 4 credits

Prerequisite: FNAR 105 or permission of instructor

An intensive studio drawing course in the observation and interpretation of form with concern for space, line, volume, shape, value, texture, and composition. Varied still life, landscape and architectural subject matter will be studied in pencil and charcoal mediums. This course is a continuation of FNAR 105.

FNAR 107 Basic Drawing III 4 credits

Prerequisite: FNAR 105 or FNAR 106

An intensive studio drawing course that emphasizes the techniques of drawing in the pen and ink medium. Composition, and the discipline of seeing will be given special consideration.

■ **FNAR 111 History of Art I: Prehistory through Classical Antiquity** 4 credits

An introduction to the enjoyment and understanding of the history of sculpture, painting, and architecture from Pre-history through the time of the Roman Empire.

■ **FNAR 112 History of Art II: Middle Ages through Renaissance** 4 credits

An introduction to the enjoyment and understanding of the history of sculpture, painting, and architecture from Byzantine through the Renaissance.

■ **FNAR 113 History of Art III: Baroque through Modern** 4 credits

An introduction to the enjoyment and understanding of the history of sculpture, painting, and architecture from the Baroque era through Modern times.

FNAR 115 Basic Photography 3 credits

An introduction to the art and technique of black and white photography. Photographic shooting, processing, and printing are stressed. Basic theory and practice, including film and print processing and a study of photographic equipment and techniques.

■ **FNAR 116 Music Appreciation I** 3 credits

Music Appreciation I is a survey of musical styles from the earliest written music through music of the early eighteenth century. It includes a review of music reading and basic theoretical skills, as well as the study of the music of the Medieval, Renaissance, Baroque, and early Classical periods.

■ **FNAR 117 Music Appreciation II** 3 credits

Music Appreciation II is a survey of music from the eighteenth century to the present. It includes the Classical, Romantic, Impressionistic periods, as well as musical styles from the twentieth and twenty-first centuries.

■ **FNAR 118 Music Appreciation III** 3 credits

Music Appreciation III will focus on the development of jazz in the United States. It's various artists and styles will be presented and it will be related to the multi-cultural aspects of the United States.

FNAR 120 Watercolor Painting I 4-8 credits

Prerequisite: FNAR 104, 105, or 106

An intensive study of transparent watercolor painting

with an emphasis on materials, technical application, and color theory.

FNAR 121 Watercolor Painting II 4 credits

Prerequisites: FNAR 105, 106, or 120

A continuation of FNAR 120. Emphasizes on form ordering, research and sketching as a preparatory step in the creative painting process.

FNAR 122 Watercolor Painting III 4 credits

Prerequisites: FNAR 105, 106, or FNAR 120 and 121

A continuation of FNAR 120 and 121. Emphasizes on form ordering, research, and sketching as a preparatory step.

FNAR 130 Oil Painting I 3 credits

An intensive study of oil painting with an emphasis on materials, technical application, and color theory.

FNAR 131 Oil Painting II 3 credits

Prerequisites: FNAR 105 or FNAR 106 and FNAR 130

A continuation of FNAR 130. Emphasis on composition, value, and sketching as a preparatory step in painting. The wet into wet technique will be emphasized.

FNAR 132 Oil Painting III 3 credits

Prerequisites: FNAR 105 or FNAR 106 and FNAR 130

An intense painting course designed to teach the technique of glazing. A variety of subject matter will be considered.

FNAR 140 Crafts I 3 credits

A basic course designed to teach many of the native Appalachian crafts in paper, wood, fabric, and other related materials.

FNAR 141 Crafts II 3 credits

Continuation of FNAR 140.

FNAR 142 Crafts III 3 credits

Continuation of FNAR 141.

FNAR 143 Ceramics I 4-8 credits

A course designed to explore the basic concepts of ceramic pottery. The basic techniques of handforming, decoration, glazing and firing of earthenware and/or stoneware ceramic pottery will be explored.

FNAR 144 Ceramics II 4-8 credits

Prerequisite: FNAR 143

A more advanced class that explores the nature of wheelthrowing and advanced methods of handforming ceramic pottery. Designed to fill the needs of art majors as well as those who wish to further their study of ceramic pottery.

FNAR 145 Advanced Ceramics 4-8 credits

Prerequisite: FNAR 143 and 144

A more advanced class that explores the nature of wheelthrowing, advanced methods of handforming, and decoration ceramic pottery. Designed to fill the needs of art majors as well as those who wish to further their study of ceramic pottery. This course is a continuation of FNAR 143 and 144.

FNAR 150 Fundamentals of Music 4 credits

This course is designed to provide the student with basic music theory and notation skills. The student will learn basic piano performance skills in relation to the use of the piano as a teaching tool. This course is a prerequisite for music in the elementary classroom. A proficiency test is available.

FNAR 151 Music in the Elementary Classroom 4 credits

Prerequisite: FNAR 150

To introduce the student to teaching music in the elementary classroom. The student will acquire music methods terminology, and selection needed to teach music. Special attention will be given to 20th Century development in Music Education, Survey of media and resources for teaching music to children.

FNAR 152 Choral Music 2 credits

Study and performance of representative choral works of all periods. Repeatable up to a maximum of six credit hours.

FNAR 154 Music Theory I 3 credits

This first-level theory course is open to all students. Notation, scales, modes, intervals, key tonality, organization of melody and transportation will be explored. There is no prerequisite; however, a knowledge of music reading is helpful.

FNAR 155 Music Theory II 3 credits

Prerequisite: FNAR 154

This second level fundamentals course contains chord construction major and minor keys, chord inversions, melodic form and contour.

FNAR 156 Music Theory III 3 credits

Prerequisite: FNAR 155

This comprehensive survey course is designed to present music theory, dictation, harmonic and melodic analysis, and composition.

FNAR 158 Applied Music-Voice 3 credits

Prerequisite: Audition for instructor

This course emphasizes the development of the voice as an instrument. It will include the performance of literature from the various periods in music history.

FNAR 160 Film Appreciation 3 credits

A survey course to familiarize the student with the basic mechanics of film. Various movies will be screened to exemplify: the director's role in film making; movies in the silent era; the impact of the foreign film on the American scene; and the place of the popular film within the mass culture, among several other topics.

FNAR 161 Video Production 3 credits

A basic laboratory in video production. Students receive instruction in the use of video equipment; i.e., basic camera setup, editing, lighting, and sound. Class projects will involve making a video taped short subject. Enrollment is limited.

FNAR 170 Picture Framing 3 credits

An intensive and personalized course in framing for retail gallery or museum. The student will learn the sources for materials and equipment, their cost, the correct treatments and procedures for framing all types of art works. The course will have hands-on application and use of equipment.

FNAR 171 Picture Framing 3 credits**Prerequisite: FNAR 170**

A continuation of FNAR 170 with emphasis on advanced mat cutting and framing techniques.

FNAR 180 Lab Band 1-6 credits**Prerequisite: Audition**

This course is a lab band which will use big band instrumentation. Public performances are required. Students will have the opportunity to study and perform various styles of big band music.

FNAR 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

FNAR 210 Advanced Drawing I 4 credits**Prerequisite: FNAR 105 or FNAR 106**

An intensive studio drawing course that emphasizes the techniques of color pencil and pastel drawing. Composition and the discipline seeing will be given special consideration.

FNAR 211 Advanced Drawing II 4 credits**Prerequisite: FNAR 105 and FNAR 106**

An intensive studio figure drawing course that emphasizes skeletal-muscular structure, external contour, and proportion of the human form. Studies and drawings from the live model, skeleton, cast, anatomical diagrams, and examples of old masters drawing will aid the learning process. Composition, and the discipline of seeing will be given special consideration. A variety of media will be used.

FNAR 212 Advanced Drawing III 4 credits**Prerequisite: FNAR 105 or FNAR 106**

Observational and expressive drawing. Use of accumulated knowledge from previous drawing experiences to develop individual, creative and original style in a variety of mediums.

FNAR 220 Advanced Watercolor Painting I 4 credits**Prerequisites: FNAR 105 or FNAR 106 and FNAR 120, FNAR 121 and FNAR 122**

An intensive and personalized course in painting problems. Use of accumulated knowledge from previous painting experiences to develop individual creative and original style. A variety of subject matter will be considered.

FNAR 221 Advanced Watercolor Painting II 4 credits**Prerequisites: FNAR 105 or 106, and FNAR 120, 121, 122, 220, or permission of instructor**

An intensive and personalized course in painting problems. Use of accumulated knowledge from previous painting experiences to develop individual creative and original style. A variety of subject matter will be considered. This course is a continuation of FNAR 220.

FNAR 222 Advanced Watercolor Painting III 4 credits**Prerequisites: FNAR 105 or 106 and FNAR 120, 121, 122, 220 and 221, or permission from the professor**

An intensive and personalized course in painting problems. Use of accumulated knowledge from previous painting experiences to develop individual creative and original style. A variety of subject matter will be considered. This course is a continuation of FNAR 221.

FNAR 230 Advanced Oil Painting I 3 credits**Prerequisites: FNAR 105 or FNAR 106 and FNAR 130, FNAR 131, and FNAR 132 or permission of instructor**

An intensive and personalized course in painting problems. Use of accumulated knowledge from previous painting experiences to develop individual creative and original style. A variety of subject matter will be considered.

FNAR 231 Advanced Oil Painting II 3 credits**Prerequisites: FNAR 105 or FNAR 106 and FNAR 130, FNAR 131, and FNAR 132 or permission of instructor**

Continuation of Fine Arts 230.

FNAR 232 Advanced Oil Painting III 3 credits**Prerequisites: FNAR 105 or FNAR 106 and FNAR 130, FNAR 131, and FNAR 132 or permission of instructor**

Continuation of Fine Arts 231.

FNAR 240 Gallery Management 3 credits
An intensive and personalized course in the design of a retail gallery including work space and display area. The course will also address basic business management skill and reporting procedures related to the effective operation of a small business.

FOREIGN LANGUAGE - FLNG

FLNG 104 Elementary French I 4 credits
This course for beginning students includes basic skills in listening, speaking, reading, and writing.

FLNG 105 Elementary French II 4 credits
Prerequisite: FLNG 104 or permission of instructor
This course is a continuation of FLNG 104 and includes further emphasis on written and oral self-expression.

FLNG 106 Elementary French III 4 credits
Prerequisite: FLNG 105 or permission of instructor
This course is a continuation of FLNG 105 and includes further emphasis on contemporary French culture.

FLNG 107 Elementary Spanish I 3 credits
For beginning students. Basic skills in listening, speaking, reading, and writing.

FLNG 108 Elementary Spanish II 3 credits
Prerequisite: FLNG 107 or permission of instructor
Continuation of FLNG 107.

FLNG 109 Elementary Spanish III 3 credits
Prerequisite: FLNG 108 or permission of instructor
Continuation of FLNG 108.

FLNG 120 American Sign Language I 3 credits
Introductory course in American Sign Language emphasizing basic signs in the context of straight English. Classroom work will stress practice within conversational context of communication.

FLNG 121 American Sign Language II 3 credits
Prerequisites: FLNG 120 or permission of instructor
A continuation of FLNG 120 with emphasis on vocabulary, syntax, fingerspelling, and conversational skills.

FLNG 122 American Sign Language III 3 credits
Prerequisites: FLNG 121 or permission of instructor

A continuation of FLNG 121 with emphasis on vocabulary, syntax fingerspelling, and conversational skills.

FLNG 199 Seminar 1-9 credits
Discussion of particular problems related to chosen program and areas of special interest.

FLNG 204 Intermediate French I 3 credits
Prerequisites: FLNG 106 or permission of instructor

This course combines a review of grammar with reading of, discussion of, and writing about selected texts.

FLNG 205 Intermediate French II 3 credits
This course is a continuation of FLNG 204.

FLNG 206 Intermediate French III 3 credits
This course is a continuation of FLNG 205.

FLNG 207 Intermediate Spanish I 3 credits
Prerequisite: FLNG 109 or equivalent
A review of grammar, selected readings in Spanish Literature with emphasis on oral facility.

FLNG 208 Intermediate Spanish II 3 credits
Continuation of FLNG 207.

FLNG 209 Intermediate Spanish III 3 credits
Continuation of FLNG 208.

FLNG 220 Intermediate American Sign Language I 3 credits
Prerequisite: FLNG 122
Intermediate course in American Sign Language (ASL) focusing on targeted ASL grammatical features and receptive and expressive mastery of prepared dialogues.

FLNG 221 Intermediate American Sign Language II 3 credits
Prerequisite: FLNG 220
Continued intermediate course in American Sign Language (ASL) focusing on the basic concepts of linguistics as they pertain to ASL structure. Articulate selected aspects of Deaf Culture.

FLNG 222 Intermediate American Sign Language III 3 credits
Prerequisite: FLNG 221
Continued intermediate course in American Sign Language (ASL) focusing on targeted American Sign Language grammatical features and receptive and expressive mastery of prepared dialogues. In addition, interpretation of English sentences into ASL sentence structure, production of short student-generated ASL narratives, and selected aspects of Deaf Culture.

FLNG 230 American Sign Language Applications I *3 credits***Prerequisite:** FLNG 222 or permission of instructor

Advance development of deaf culture knowledge, sign language skills, and modes of communication in order to enhance the application of ASL vocabulary, grammar, syntax, and culturist differences.

FLNG 231 American Sign Language Applications II *3 credits***Prerequisite:** FLNG 222 or permission of instructor

Continued advanced development of deaf culture knowledge, sign language skills, and modes of communication in order to enhance the application of ASL vocabulary, grammar, syntax, and culturist differences.

FLNG 232 American Sign Language Applications III *3 credits***Prerequisite:** FLNG 222 or permission of instructor

Continued advanced development of deaf culture knowledge, sign language skills, and modes of communication in order to enhance the application of ASL vocabulary, grammar, syntax, and culturist differences.

HEALTH, PHYSICAL EDUCATION AND RECREATION - HPER**HPER 101 Introduction to Sport and Physical Education** *3 credits*

Study of physical education, fitness, sport and other related fields as academic disciplines and professions. Examination of history, philosophies, concepts, issues, and trends of physical education, fitness, and sport.

HPER 102 Introduction to Athletic Training *3 credits*

This course is an introduction to the fundamental knowledge and background in athletic training and will serve as a base in the student's career as an athletic trainer.

HPER 103 Introduction to Exercise Science/Personal Training *3 credits*

This course is the first part of a course designed to provide theoretical knowledge and practice skills in preparation for a national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise; essentials of client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming

HPER 106 Weight Training *1-3 credits*

Focus on a weight training program to develop muscular endurance. Includes theories of weight training.

HPER 107 Introduction to Exercise Science/Personal Training II *3 credits***Prerequisite:** HPER 103

This is the second part of a course designed to provide theoretical knowledge and practice skills in preparation for a national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise; essentials of client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming.

HPER 108 Volleyball *1 credit*

Introduction to basic skills including various serves, attacks, sets, and defense. Study of conditioning, team strategies, offensive and defensive alignments, history, and rules of volleyball.

HPER 113 Fast-Pitch Softball *1 credit*

Introduction to basic skills, tactics, and strategies of fast-pitch softball including hitting, baserunning, fielding and pitching.

HPER 115 Fundamentals of Basketball *1 credit*

Introduction to basic skills, tactics and strategies of basketball, including: shooting, rebounding, ball handling, and defense.

HPER 116 Weight Training II *1 credit*

Develop muscular strength through a dynamic exercise program. Includes theory of muscular strength development.

HPER 117 Weight Training III *1 credit*

With this circuit training course, develop muscular strength and aerobic conditioning through a circuit based exercise program. The aim of this course is to promote weight loss and develop the students' muscular and cardio respiratory systems.

HPER 120 Tae Kwon Do *1-6 credits*

An introduction to the martial art Tae Kwon Do. Students may take this course up to three times in order to obtain higher ranking belts.

HPER 127 Fitness I: Cardio Training *1 credit*

An introduction to the basic principles of cardio respiratory assessment and prescription.

HPER 128 Fitness II: Nutrition/Weight Management *1 credit*

An introduction to the basic principles of nutrition and weight management. Students will participate in a cardio respiratory training program.

HPER 129 Fitness III: Flexibility/Body Composition 1 credit

An introduction to the basic principles of flexibility and body composition. Students will participate in cardio-respiratory and flexibility training programs.

HPER 195 Fitness and Wellness for Life 3 credits

Orientation to concepts of fitness for life with emphasis on development of personal lifetime physical activity, nutrition, weight management, stress management, and overall healthy lifestyle.

HPER 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

HPER 208 Body Maintenance 1 credit

This course deals with the use of different types of exercise and nutrition for improved health and body maintenance.

HPER 217 Yoga 1 credit

Introduction to the nature and principles of Yoga. Students will gain knowledge of the benefits of classical Yoga exercises while participating in a Yoga program. Topics include correct breathing, relaxation and meditation, Yoga theory, stress management, and nutrition.

HPER 225 Tennis 1 credit

Skills, techniques, and methods. The study of organizing, instructing, and evaluating tennis in the educational and recreational program.

HPER 230 Golf 1 credit

Instruction and practice to develop the basic knowledge and skills of the game including etiquette, rules and fundamentals.

HPER 235 Bicycling 1 credit

Instruction and practice in the fundamentals of bicycling. Safety, maintenance and conditioning are stressed.

HPER 236 Individual and Dual Sports 2 credits

Survey of selected individual and dual sports will be presented. Overview of history, rules, strategy and skill practice shall be provided. Students will also gain competence in the instruction, adaptation, modification and administration of the sports selected.

HPER 239 Team Sports 2 credits

Content of selected traditional and non-traditional team sports will be presented. Overview of history, rules, officiating, strategy and skill practice shall be provided. Students will also gain competence in the instruction, adaptation, modification and administration of the team sports selected.

HPER 250 Aerobics 1 credit

Participate in and maintain physical fitness through physical exercise to musical accompaniment.

HPER 251 Advanced Aerobics 1-3 credits

Prerequisite: HPER 250

Higher intensity, higher impact aerobic exercise to music in a group setting. There is emphasis on improving cardio respiratory endurance, flexibility, and muscular endurance.

HPER 252 Water Aerobics 1 credit

This course is a group exercise course that extends the participants' understanding of physical fitness through water aerobics to musical accompaniment.

HPER 256 First Aid 3 credits

This course presents the theory and skills necessary to provide first aid care for patients of all ages. With successful completion of the course, the student will receive a course completion card in first aid and adult, child, and infant layperson CPR.

HPER 257 CPR for Healthcare Providers 1 credit

This course is designed to teach the skills of Cardiopulmonary Resuscitation (CPR) for victims of all ages. Skills include ventilation with a barrier device and a bag-mask device, chest compression, use of an automated external defibrillator (AED), and relief of foreign body airway obstruction (FBAO). It is intended for participants who will provide health care to patients in any setting. Participants who successfully complete the course, including the written examination and skills demonstrations, will receive a course completion card.

HPER 261 Lifeguard Training 3 credits

Prerequisite: Students must be very comfortable in the water and complete a pre-course swim test at the beginning of the quarter. Student must be at least 15 years of age.

This course teaches participants the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content and activities prepare participants to recognize and respond quickly and effectively to emergencies and prevent drowning and injuries.

HPER 272 Advanced Cardiac Life Support 2 credits

Prerequisite: EMTP 215 or NRSNG 201 or RESP 208 or Permission of instructor

This course is designed to provide advanced cardiac life support instruction to out-of-hospital ALS personnel and hospital-based providers. It includes review and integration of knowledge and skills in ECG rhythm interpretation, pharmacology, airway and ventilation management, and CPR/AED. Participants who

successfully complete the course, including the written examination and skills demonstration, will receive a course completion card.

HPER 299 Physical Education Internship *3-9 credits*

Prerequisite: Students must have completed at least 30 credit hours and have at least a 2.0 grade point average.

A supervised on or off campus work experience applying knowledge and skills in a physical education, fitness, or sport-related profession. The student should work a minimum of fifteen hours of work per week during the academic term for three credits.

HISTORY - HIST

■**HIST 110 American History I** *4 credits*

This course is a survey of the history of the United States from the pre-Columbian period to 1800. The course will introduce students to the major political, social, economic, religious, cultural, intellectual, and technological developments in American history through the administration of John Adams. Topics will include, but are not limited to, pre-Columbian civilization, European exploration and conquest of the New World, the establishment and development of European colonies, the American Revolution, the Constitution, the economic changes of the Early Republic, the formation of early political parties and slavery.

■**HIST 111 American History II** *4 credits*

This course is a survey of the history of the United States from 1800 to 1901. The course will introduce students to the major political, social, economic, religious, cultural, intellectual, and technological developments in American history from the emergence of Jeffersonian democracy to the close of the Gilded Age. Topics will include, but are not limited to, the Election of 1800, Jeffersonian democracy, slavery, expansion and Manifest Destiny, sectionalism, the Civil War, Reconstruction, industrialization, immigration, and Gilded Age politics.

■**HIST 112 American History III** *4 credits*

This course is a survey of the history of the United States from 1901 to the present day. The course will introduce students to the major political, social, economic, religious, cultural, intellectual, and technological developments in American history from the Progressive Era to the postmodern era. Topics will include, but are not limited to, Progressivism, American Imperialism, World War I, social and cultural change in the 1920's, the Great Depression, World War II, the Cold War at home and abroad, the Civil Rights movement, social movements and social change in the 1950's and 1960's,

the Vietnam War, the decline of liberalism, and the post Cold War era.

HIST 121 Asian Civilization: India *3 credits*

The Indian sub-continent from Indus Valley Civilization to Independence and Partition.

HIST 122 Asian Civilization: China *3 credits*

Survey of Chinese cultural and political institutions, ideas and problems from Confucius to the 1949 Revolution.

HIST 123 Asian Civilization: Japan *3 credits*

Japan from the Heian period to present.

■**HIST 151 Introduction to Western Civilization I** *4 credits*

This course is a survey of the history of Western Civilization from prehistory to the Fall of the Roman Empire. The course will examine major developments in the political, social, economic, religious, cultural, intellectual, and technological life of Western Civilization from the Paleolithic Age to the fourth century AD. The course will start with an examination of the earliest evidence of human social existence, then move to an investigation of the emergence of the "civilized" Near East cultures of Mesopotamia, Egypt, Assyria, and Persia. The course will then trace the development of the Hebrew, Greek, and Roman civilizations and analyze the impact that Judaic and Greco-Roman principles have had upon the modern world.

■**HIST 152 Introduction to Western Civilization II** *4 credits*

This course is a survey of the history of Western Civilization from Fall of the Roman Empire thru the 18th century. This course will examine the eclipse of Greco-Roman civilization in the "Dark Ages" and the reemergence of western society in the Middle Ages. The course will then examine the major developments in the major developments in the political, social, economic, religious, cultural, intellectual, and technological life of Western Civilization from the Renaissance to the Napoleonic Era.

■**HIST 153 Introduction to Western Civilization III** *4 credits*

This course is a survey of the history of Western Civilization from the French Revolution to the present day. The course will examine major developments in the political, social, economic, religious, cultural, intellectual, and technological life of Western Civilization from the French Revolution and Napoleonic Era to the postmodern era. The course will include an examination of the economic and political revolutions of the nineteenth century, the growth of new political ideologies (socialism, conservatism, nationalism, and liberalism),

the unification of Italy and Germany, New Imperialism and Colonialism, World War I, the Russian Revolution, the Great Depression, World War II, the Cold War, and the Post-Modern Era

HIST 199 Seminar *1-9 credits*
Discussion of particular problems related to chosen program and areas of special interest.

HIST 210 Modern European History *3 credits*
Modern Europe from the Enlightenment to the present.

HUMAN AND SOCIAL SERVICES - HSSR

HSSR 101 Introduction to Human and Social Services *3 credits*

In this course, students are acquainted with the fields of human services, counseling, social work, and related fields. Explores etiology of social problems of minorities and outgroups, history and development of the fields in general, legal and ethical issues, and various settings in which services are provided. Goals of the human services system and the role of the social work assistant will be included.

HSSR 105 Survey of Substance Abuse *3 credits*
This course explores chemical dependency issues from a historical, cultural, and legal perspective. Major topics include: recognizing signs and symptoms of substance abuse, prevention of substance abuse, differences in helping strategies with substance abusers, pharmacology, and psychopharmacology.

HSSR 120 Human Services Methods and Procedures *3 credits*

Prerequisites: PSYC 110, HSSR 101

This course provides a framework of human services practice meant to prepare students for their actual experience in a human services agency. Ethical and legal issues related to interventions with individuals, groups, organizations, and communities in generalist practice and chemical dependency are emphasized. Seminar format provides for discussion and integration of experiences with academic courses. Creative problem solving and human services values are featured. Exposure to differing theoretical perspectives.

HSSR 135 Affective Education and Group Process *3 credits*

This course emphasizes the principles of therapeutic group dynamics; intrapersonal and interpersonal communication processes; and personal growth and development in the generalist practice and chemical dependency settings. Topics include group formation, group

leadership skills, examining motives for entering the helping professions, conflict resolution, rapport building, verbal and non-verbal communication. Current issues, ethics, and specific needs of various populations will be featured. Features heavy emphasis on experiential learning, awareness of group dynamics, and practice of interpersonal skills through participation as a group member in the laboratory setting.

HSSR 140 Racial and Cultural Diversity in the Helping Professions *3 credits*

Prerequisites: SOCI 107

This course focuses on help seeking behaviors among racial, ethnic, cultural, and other diverse populations in the United States and includes historical, religious, sociocultural issues, and current conflicts. Stresses the importance of sensitivity to diversity in human services careers and the helping professions.

HSSR 150 Writing in the Helping Professions *3 credits*

Prerequisite: ENGL 102 and HSSR 120

A writing intensive course focusing on the various forms of professional writing typically encountered in the helping professions, and on the use of behavioral observations and writing to document client interactions and behaviors. Students will learn beginning skills needed to maintain records necessary for rendering professional services to clients. Students will learn to analyze professional writing situations and apply the principles of effective writing to professional writing tasks including documentation, measurable goals and objectives, grant/proposal writing, letters, memos, and recommendations.

HSSR 199 Seminar: Special Topics *1-9 credits*

Selected topic related to the area of human services. Focus of topics will be on current trends, issues, and social problems facing human services workers and other helping professionals.

HSSR 206 Chemical Dependency and the Family *3 credits*

Prerequisites: HSSR 105

This course will focus on chemical dependency and its impact on the family and other relationships. Students will be exposed to the dynamics of family by understanding interactive patterns among family members and the alteration of those patterns due to the presence of addiction. This course features a heavy reliance on academic research (scholarly journals) to supplement the material presented in the texts.

HSSR 207 Psychology of Addiction *3 credits*

Prerequisites: HSSR 105

This course will cover a broad range of issues related to addiction including various theories of addiction, how

addiction is defined, how it develops, how it is treated, and how it can be prevented. The coursework will include study of biological, developmental, motivational, familial, societal, and cultural aspects of addiction, and will focus on many types of addiction, including alcohol addiction, drug addiction, tobacco addiction, sex addiction, eating disorders, compulsive gambling, and emerging forms of addictive behavior new to our understanding. Class activities will include researching and reading journal articles and class discussion, as well as study from the assigned textbooks. Students who have completed PSYC 225 may not receive credit for this course.

HSSR 210 Counseling Theories 4 credits
Prerequisites: PSYC 110, HSSR 120

This course presents the major counseling theories and philosophies including discussion of major concepts and techniques, impact on the client-helper relationship, advantages and disadvantages of different theories. Emphasis on practical application. Students who have completed PSYC 230 may not receive credit for this course.

HSSR 211 Counseling Techniques 3 credits
Prerequisite: HRRS 210 and permission of instructor

This course builds on the basic interpersonal and interviewing theories studied in HSSR 210 with emphasis on learning basic counseling skills that are appropriate to the client-helper relationship in generalist practice and substance abuse settings. Topics include techniques related to attending skills, facilitating growth, active listening, nonverbal behavior, action responses, focusing, skill integration, and determining personal style. Special needs of diverse populations will also be featured.

HSSR 215 Social Gerontology 3 credits
Prerequisites: PSYC 110, HSSR 101

This class takes a multidisciplinary approach to examining the issues facing people in late adulthood. Students will explore the demographic, socioculture, and mental health aspects of aging. Problem solving techniques will be covered, along with future trends necessary with the approach of an aging population. Physical, cognitive, and psychosocial aspects of aging will be discussed. Students who have completed SOCI 235 may not receive credit for this course.

HSSR 216 Prevention, Diagnosis, and Treatment of Chemical Dependency 3 credits
Prerequisites: HSSR 206, HSSR 207, and HSSR 210

This course systematically studies chemical dependency and the theory and practice modalities related to treatment. The course will cover skills needed to recognize the enormity of this problem, how to assess and diagnose it, and how to treat individuals and families

who come for assistance. Strategies and community resources for diverse populations will be featured. Materials useful in preventing chemical dependency and/or relapse are also presented.

HSSR 220 Mental Retardation and Developmental Disabilities 3 credits

This course covers developmental and lifecycle stages, etiology, psychosocial services, treatment, and education of the mentally retarded and developmentally disabled. It also presents an overview of past, present, and future trends in the field. Terminology and legal issues will be discussed.

HSSR 231 Case Management 3 credits
Prerequisites: HSSR 120

Overview of case management and treatment planning in generalist practice and chemical dependency. Topics include case assignment, planning, assessment, goal setting, observation, documentation, intervention, evaluation, and referral. Areas of concentration include service provisions when working with special populations with special emphasis on American minorities.

HSSR 235 Crisis Intervention 3 credits
Prerequisite: HSSR 120

Emphasizes assessment of crisis situations with emphasis on the use of short-term interventions and problem-solving techniques to help individuals and groups deescalate crisis situations and develop appropriate coping techniques. Involves a combination of interpersonal communication skills, crisis intervention strategies for diverse populations, and crisis management models.

HSSR 271 Human Services Practicum I 3 credits
Prerequisites: Must be enrolled in Human and Social Services program, have a minimum of 50 credits with a C or better in every course completed from the plan of study, must be entering final year of Human Services program with a definitive plan to graduate by the end of Spring Quarter, and permission of instructor

A 160 hour placement in local social services agency under professional supervision. Provides on the job training for students including development of human services skills, integration of human services theories and skill based training, professional documentation. The course includes a one hour per week seminar on-campus, focusing on discussion of learning experiences encountered in the practicum setting. Students will become familiar with the operations of a human services agency; including client/staff interaction and employee responsibilities.

HSSR 272 Human Services Practicum II 3 credits
Prerequisites: HSSR 271, must be enrolled in

Human and Social Services program, have a minimum of 50 credits with a C or better in every course completed from the plan of study, and permission of instructor

This course is designed as a continuation of practical experience and provides an additional 160 hours in a human services agency. Students will increase their level of responsibility in implementing human services skills. Supervision will be provided by a qualified professional. The course includes a one-hour per week seminar on-campus, focusing on discussion of learning experiences encountered in the practicum setting. Students will become familiar with the operations of a human services agency; including client/staff interaction and employee responsibilities.

HSSR 273 Human Services Practicum III 3 credits

Prerequisites: HSSR 272, must be enrolled in Human and Social Services program, have a minimum of 50 credits with a C or better in every course completed from the plan of study, and permission of instructor

Continuation of HSSR 272 with a third 160 hour placement in a local social services agency. Continued development of human services skills, integration of human services theories and skill based training, professional documentation. The course includes a one hour per week seminar on-campus, focusing on discussion of learning experiences encountered in the practicum setting. Students will become familiar with the operations of a human services agency; including client/staff interaction and employee responsibilities.

HSSR 275 Community Mental Health Issues 3 credits

Prerequisites: HSSR 101, HSSR 150 and PSYC 110

A writing intensive course covering the nature of mental illness, mental health, and the organization of mental health services. Topics include identification and classification systems, community based and residential treatment, societal impact of deinstitutionalization, strategies for meeting the needs of individual and communities within a diverse population. Students who have completed PSYC 215 may not receive credit for this course.

HSSR 276 Psychopharmacology 3 credits

Prerequisite: PSYC 275 or permission of instructor

Course content will provide a basic understanding of drugs that effect human behavior both normal and abnormal, to acquaint providers in counseling, nursing and human services fields with psychoactive medications to aid in appropriate referral and follow up procedures when pharmacological intervention is necessary.

INDUSTRIAL ENGINEERING - INEN

INEN 122 Quality Control 1-4 credits

Topics include quality assurance functions, production reliability, acceptance sampling, attribute sampling, variable sampling, and control charts.

INEN 203 Utilities and Maintenance I 1-5 credits

Topics include fundamentals of electrical power, motors and generators, plant electrical systems, lighting fundamentals and techniques, National Electric Code, plant heating and air conditioning systems, quantitative techniques in air control, preventative maintenance, plant safety regulations, environmental control, and OSHA Rules and Regulations.

LAW ENFORCEMENT - LENF

LENF 101 Introduction to Law Enforcement 3 credits

The history, development, philosophy and current status of law enforcement. Comparison of modern law enforcement with that of the early development which was based on natural law. Introduction to and survey of the agencies and processes involved in the administration of criminal justice. Discussion of trends in crime and how to stop or control crime.

LENF 102 Basic Law Enforcement I 12 credits

Law Enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's office and the OPOTC. Program is offered in conjunction with the Greenfield Police Department. This is the state certifying academy mandated by the Ohio Peace Officer Training Council.

LENF 103 Basic Law Enforcement II 7 credits

Prerequisite: LENS 102

Second part of more law enforcement skills and techniques to fulfill partial requirements for peace officer training certification as required by the Attorney General's office and the OPOTC. Program is offered in conjunction with the Greenfield Police Department. This is the state certifying academy mandated by the Ohio Peace Officer Training Council.

LENF 104 Private Security Training Course 12 credits

This 157 hour training academy is designed to meet the requirements of the Ohio Revised Code and the Ohio Administrative Code for private security officer certification, and will address all academic and skill areas of basic private security duties.

LENF 108 Introduction to Terrorism 3 credits

This course covers terrorists activities aimed at achieving radical changes around the world with violence. Topics include the identifications of terrorist groups who are willing to kill innocent people by the use of explosives, weapons, and other violent means; and the action by governments to counter terrorism. Emphasis is placed upon how terrorism has affected American security concerns and society in general.

LENF 218 Police Administration 3 credits

Prerequisite: LENS 101

This course will examine police administration from multiple perspectives: a systems perspective emphasizing the interrelatedness among units and organizations; a structural perspective emphasizing administrative principles, management functions, and the importance of guidelines; a human behavioral perspective emphasizing the human element in organizations; and a strategic management perspective emphasizing communications and information systems, performance evaluations, strategies and tactics to increase effectiveness of police agencies.

LENF 233 Criminal Investigations 3 credits

This course will introduce the fundamentals of criminal investigations through practical and theoretical approaches. Interviewing strategies, evidence collection and crime scene processing will provide a basis on which to manage an investigation and prepare it for presentation.

LENF 234 Constitutional Criminal Procedure 3 credits

This course will examine the United States Constitution by applying the Bill of Rights to the operations of the criminal justice system. Information regarding judicial philosophies, interpretations and decisions will provide a basis on which to discuss the role of the United States Supreme Court and its ability to affect law.

LENF 235 Internship 3 credits

Prerequisite: Student must have achieved sophomore status and be in good academic standing.

On-the-job placement selected by the college or by the student and approved by the college: this course will provide the student an opportunity to experience working in a criminal justice agency or a corporate or private security setting

LENF 240 Crime Scene Investigation 4 credits

Prerequisite: LENS 233

This course will introduce students to the role of the crime scene investigator in today's criminal justice system. Major topics include the identification, collection and preservation of physical evidence at the crime scene.

LIBRARY SCIENCE - LSCI

LSCI 130 Information Literacy in the Digital Age 4 credits

This course provides a general introduction to library and Internet resources. Explores what it means to be information literate in today's digital world. Students will not only learn about the latest technological advances but will also reflect on ethical and legal issues created by the information age. The course is intended for students wishing to become competent in the fields of Information Literacy and Information Technology.

LSCI 199 Seminar 1-6 credits

This is a seminar or research project in the field of library and information science. Seminar topics can cover a wide variety of subjects, including cataloging and classification, information literacy, reference and information technology as it relates to children and young adults, computer information technology as it relates to library systems, and other topics with prior approval of faculty member.

LSCI 201 Production of Instructional Materials 4 credits

Emphasis is on production of locally made materials for classroom use. Topics include mounting, lettering, transparency production, basic video production, computer graphics and the basics of desktop publishing.

MATHEMATICS - MATH

Math Substitution Policy: In programs requiring specific math courses the following substitutions of higher level courses may be made:

One may substitute MATH 124 for MATH 115.

One may substitute MATH 142 or 221 for MATH 120.

One may substitute MATH 141, 221 or 241 for MATH 118, 124 sequence.

Discrepancies in hours may be filled by electives according to the categories of basic, general, or technical.

MATH 106 Pre-Algebra 3 credits

Prerequisites: One year of high school algebra

This course is an introduction to elementary algebra. It includes rational numbers, like terms, exponents, and linear equation solving. This course may not be used to satisfy the math requirements in any program and counts only as an elective credit for graduation.

MATH 115 Business Math *3 credits*

Prerequisite: One year high school algebra or MATH 101 or placement by testing.

This course is designed to give the student experience with problem solving in mathematics related to business. Arithmetic and basic algebra skills are needed prior to entry.

MATH 117 Elementary Algebra *4 credits*

Prerequisite: One of the following: 1) Two years of college preparatory math; or 2) MATH 106 or 101

This course includes the basic concepts and techniques of elementary algebra. Topics include polynomial operations, factoring, solving first and second degree equations, coordinate system graphing and an introduction to powers and roots.

MATH 118 Intermediate Algebra *4 credits*

Prerequisite: One of the following: 1) Three years of college preparatory math; 2) appropriate score on placement test; or 3) MATH 117

This course is a continuation of algebra concepts. Topics include a review of elementary algebra concepts, rational expressions, linear equations, radicals, quadratic equations, functions and graphs, exponents, logarithms, and systems of equations.

MATH 120 Technical Mathematics *4 credits*

Prerequisite: MATH 118 or 3 years of college preparatory mathematics

This course contains skills and applications related to the engineering technologies. Emphasis is on formulas, graphing, trigonometry, vectors, exponential and logarithmic functions.

■MATH 124 Finite Math *4 credits*

Prerequisite: One of the following: 1) Three years of college preparatory math; 2) appropriate score on placement test; or 3) MATH 118

This course is designed for social science, business, computer and other general education majors. Topics will include mathematical modeling, linear programming, matrices, logic, and an introduction to probability and statistics. A special emphasis is placed on mathematical applications and problem-solving.

MATH 135 Allied Health Mathematics *4 credits*

Prerequisite: One of the following: 1) Two years college preparatory math; or 2) MATH 117 or above

This course introduces math topics used in allied health fields. The topics covered include metric system, apothecary system, household (English) system, conversion factors, medical dosage calculations, pediatric dosages, solutions, infusions, and abbreviations.

■MATH 141 College Algebra *4 credits*

Prerequisite: One of the following: 1) Three years of college preparatory math; 2) appropriate score on placement test; or 3) MATH 118

This course emphasizes the use of algebra and functions in problem solving and modeling. Appropriate use of technology and applying mathematics to real-world situations is emphasized. Topics include linear, quadratic, polynomial, rational, radical, exponential, logarithmic, and piecewise equations and functions. Students whose programs recommend a college algebra course or who need to prepare for calculus should take this course.

■MATH 142 College Trigonometry *4 credits*

Prerequisite: One of the following: 1) Three years of college prep math; 2) appropriate score on placement test; or 3) MATH 118

This course includes a study of trigonometric functions and their applications. Topics include circular functions, trigonometric functions, trigonometric identities, trigonometric equations vectors, polar coordinates, and applications of these concepts.

■MATH 160 Statistical Concepts *4 credits*

Prerequisites: MATH 118 or equivalent; or three years college prep math

This course serves as a non-technical introduction to fundamental ideas in statistics. Statistical ideas are introduced through examples, showing how statistics has helped solve major problems in various fields. Students who have already earned credit for MATH 281 may not earn credit for MATH 160.

MATH 199 Seminar *1-9 credits*

Discussion of particular problems related to chosen program and areas of special interest.

■MATH 221 Calculus I *5 credits*

Prerequisite: MATH 141 and MATH 142 or 4 years of college preparatory math which includes one course beyond Algebra II

This course introduces calculus using analytic geometry functions. Topics include limits and continuity, derivatives, optimization, related rates, graphing and other applications of derivatives, definite and indefinite integrals, and numerical integration.

■MATH 222 Calculus II *5 credits*

Prerequisite: MATH 221

This course includes differentiation and integration of trigonometric, exponential, logarithmic, and hyperbolic functions; methods of integration; applications of the integral to volumes of rotation, work, fluid forces, and arc length; improper integrals; and an introduction to basic differential equations.

■MATH 223 Calculus III 5 credits**Prerequisite: MATH 222**

This course includes infinite series, Taylor's series, polar coordinates and applications, two-dimensional vectors and surfaces, three-dimensional cartesian coordinate systems, vector functions, and motion in space.

■MATH 224 Calculus IV 5 credits**Prerequisite: MATH 223**

This is a course in multivariate calculus. Topics include applications of partial derivatives, vector-valued functions in three-dimensions, multiple integration, alternative coordinate systems, Green's, Stokes', and divergence theorems.

■MATH 230 Differential Equations 5 credits**Prerequisite: MATH 223 or equivalent of one year of calculus**

This course is an introduction to ordinary differential equations. Topics include first-order and higher order differential equations, power series solutions. Laplace transforms, and numerical methods for solving ordinary differential equations. Applications to physical problems will be emphasized.

MATH 237 Math for the Elementary Teacher I 4 credits**Prerequisite: One of the following: 1) MATH 118 or 2) Three years of college prep math**

This course includes a review of problem solving, set theory, numeration systems, whole number concepts, fractions, use of manipulatives in teaching mathematics, the use of calculators and computer software. Instructional strategies and use of hands-on materials will be included.

MATH 238 Math for the Elementary Teacher II 4 credits**Prerequisite: One of the following: 1) MATH 118 or 2) Three years of college prep math**

This course presents mathematical topics as they would relate to the elementary school curriculum. Topics presented are decimals, ratio, proportion, percent, integers, real numbers, statistics, probability, use of manipulatives in teaching mathematics, and the use of calculators and computer software. Instructional strategies and use of hands-on materials will be included.

■MATH 239 Math for the Elementary Teacher III 4 credits**Prerequisite: One of the following: 1) MATH 118 or 2) Three years of college prep math**

This course includes math topics as they relate to elementary education. Topics include geometry, measurement, coordinate geometry, transformations, use of manipulatives in teaching mathematics, the use of calculators and computer software. Instructional

strategies and use of hands-on materials will be included.

■MATH 241 Calculus for Business, Social and Life Sciences 5 credits**Prerequisite: MATH 141 or four years of college prep math**

This course is designed for business major or other majors who will need a calculus-based applications course. Topics will include limits, rates of change, optimization and other applications involving derivatives, exponential and logarithmic functions, and applications of integrals. Credit will not be awarded for both MATH 221 and MATH 241.

■MATH 250 Linear Algebra 5 credits**Prerequisite: MATH 222 or its equivalent**

This course serves as a standard introduction to linear algebra. Topics include matrix, operations, vector spaces, inner product spaces, linear transformations, determinants, eigenvalues and eigenvectors.

■MATH 281 Introductory Statistics 4 credits**Prerequisite: MATH 124 or MATH 141**

This course covers descriptive analysis and presentation of statistical data, linear correlation and regression, probability, binomial and normal distributions, hypothesis testing and other statistical inferences about means and proportions. Emphasis will be on the importance of statistics in business decisions.

MATH 290 Research Topics in Pre-Calculus 4 credits**Prerequisite: MATH 141, MATH 142, or their equivalents**

This course is designed as a mathematics elective that will give students experience at creating mathematical knowledge that is new to them, exploring trigonometric, geometric, algebraic, and related topics in a directed research setting.

MATH 291 Introduction to Mathematical Proofs 4 credits**Prerequisite: MATH 223 or permission of instructor**

This course introduces mathematical proofs, primarily through algebra, analytical geometry, number theory, real analysis and geometry, using common themes of direct proof, proof by contradiction, and mathematical induction. This course benefits students intending to study mathematics at the university level.

MEDICAL ASSISTING - MAST

MAST 101 Introduction to Medical Assisting *3 credits*

Introductory level course that includes an orientation survey of the occupation of the medical assisting educational and certification requirements. Course also includes orientation to the use of the laboratory for practice and competency of skills to be gained throughout the medical assisting program. This course follows CAAHEP/AAMA accreditation standards and includes the competencies of obtaining patient history, cleaning biohazardous spill, contaminated glove removal, hand washing, and vital signs.

MAST 110 Medical Data Collection *3 credits* **Prerequisites: MAST 101, MAST 115, BIOL 104, BIOL 105, BIOL 111 and BIOL 112**

This course includes basic interviewing techniques involved in gathering a reliable and accurate medical history. The course also introduces the student to dealing with patients' emotional reactions to the processes of illness, aging, and death. Through classroom exercises, group discussion, laboratory sessions, and clinical experience, students develop skills needed to provide a supportive and empathetic relationship with clients and family.

MAST 111 Medical Administrative Procedures *4 credits*

This course is designed to introduce the student to general and administrative duties found in a medical office. This course follows CAAHEP/AAMA accreditation standards and includes appointment scheduling, records management, written communications, preparation of medical records, billing, health insurance, professional reports, telephone procedures, and telephone competency. The course includes office simulations in all these areas as well as lecture, discussion, and lab sessions using interpersonal skills.

MAST 115 Medical Terminology *3 credits*

This course is designed for the student in allied health technology. Includes the principles of building a medical vocabulary. Emphasis is placed on the use of word parts including prefixes, suffixes, and root words used with a combining form to establish medical terms. Course provides an overview of body systems used in conjunction with terminology. Correct spelling, definition and pronunciation of medical terms is stressed. Communication both written and verbally between health care professionals and between the health professional and patient is emphasized.

MAST 118 Human Diseases *3 credits* **Prerequisites: MAST 115, BIOL 104 and BIOL 114 or by permission**

This course includes basic information about common medical conditions, human diseases, and the disease process. Emphasis will be placed on case management, including diagnostic tests indicated, treatment indicated, and client teaching required. Course content will include documentation of symptoms, patient assessment, and ways to validate a patient's understanding of their disease and treatment. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 125 Clinical Practicum I *1-2 credits* **Prerequisites: MAST 101, MAST 111 and MAST 115**

The Medical Assistant Practicum Program is a period of directed practice which consists of practical medical assisting experience in a hospital, clinic, or comprehensive family health care facility.

MAST 126 Clinical Practicum II *1-2 credits* **Prerequisites: MAST 125**

The Medical Assistant Practicum Program is a period of directed practice which consists of practical medical assisting experience in a hospital, clinic, or comprehensive family health care facility.

MAST 130 Pharmacology I *3 credits* **Prerequisite: MAST 115**

Describes the scope of pharmacology as it relates to the Medical Assisting Profession. Instruction introduces the student to drug therapy and pathophysiologic conditions, patient education regarding medications and researching drugs in a drug reference. Course content includes the use, action, side effects, contraindication, and routes of administration most commonly administered in the medical office. Knowledge and experience is gained through researching of drugs, both generic and trade name, and recording the information on pharmacology index cards. Students are also required to complete worksheets to record medications administered, dispensed, or prescribed during the practicum experience. This course follows the CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 140 Medical Assisting Procedures I *4 credits* **Prerequisites: MAST 101, MAST 115 and BIOL 104, BIOL 114**

Presents the theory and techniques utilized by the medical assistant to perform fundamental skills in a clinical setting. Emphasis is placed on specialty procedures employed in a general medical examination including medical asepsis, vital signs, positioning, draping, and recording of this information on the patient record. Review of body systems and the specialty exams associated with Ophthalmology, Otolaryngology, Gastroenterology, Urology, Neurology, Obstetrics, Gynecology, Pediatrics, and Geriatrics are included. Competency skills introduced include the

patient exams and positioning, Snellen exam, Ishihara exam, eye/ear irrigation and medication instillation, audiometry, use of the ophthalmoscope, female catheterization, enemas, patient instructions for GI testing, pre- and postnatal exams, pap smears, and pediatric examinations. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 205 Medical Law and Ethics 3 credits

Series of lectures and discussions of medical-legal issues. Includes requirements for licensure, certification and registration of medical professionals. Discussion and class exercises relate to the correlation of medical office employees to the public, litigation in the medical workplace, use of consent forms, patient rights and confidentiality, the medical record, and collection of patient accounts. Course includes lecture and discussion.

MAST 209 Computer Applications for the Medical Office 3 credits

Prerequisites: CSCI 101 or permission of instructor

This course is designed to be an interactive, competency-based approach to learning computerized management of a medical office. The student will develop medical office computer skills through the introduction of theory as well as the application of medical office software through the use of The Medical Manager. It includes using the computer to: 1) manage medical accounts, 2) enter patient and guarantors information, 3) insurance and daysheet management, 4) new patients and daysheet management, 5) appointment scheduling, 6) billing and collections, 7) insurance processing, 8) billing and practice management, 9) report printing. In addition, the student will be introduced to resume preparation using word processing as well as the resume cover letter and interview preparation and skills.

MAST 212 Medical Transcription I 4 credits

Introductory course in medical transcription including the use of transcription equipment, computer word processing, formatting and use of appropriate medical forms. Includes ethical and legal issues for the medical transcriptionist as well as transcription guidelines for punctuation, capitalization, proofreading and making corrections, and use of references. Emphasis is placed on accuracy, correct spelling, and punctuation of chart notes and letters with an introduction to the history and physical report and hospital discharge summary. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 214 Advanced Medical Terminology and Transcription 3 credits

Prerequisites: MAST 115 and 212

This course is designed for the student in Allied Health Technology at the advanced level. Emphasis is placed

on a system of word analysis by building and extending the medical vocabulary and expanding medical transcription skills of the advanced student. Learning activities, including medical transcribing utilizing the computer, will focus on medical reports and dictation that develops a workable knowledge of advanced medical terminology and medical transcription. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 215 Medical Laboratory Techniques 5 credits

Prerequisites: MAST 101 or ALTH 101, and MAST 115, BIOL 104, BIOL 114

An introduction to diagnostic laboratory procedures performed in the physician's office and medical laboratory science. Principles of laboratory procedures will be studied by observation, discussion, and practice in the laboratory sessions with emphasis on collection, proper handling, including blood and body fluid restrictions, and identification of specimens, basic hematology procedures, routine urinalysis, rapid strep, pregnancy tests, and venipuncture for competency. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 217 Medical Transcription III 3 credits

Prerequisites: MAST 115, MAST 212, and MAST 214

This course is designed for the student in Allied Health Technology at the advanced level. Students will be further introduced to medical specialties and medical professionals from various ethnic groups. Emphasis is placed on critical-thinking/decision-making activities presenting situations where decisions have to be made as to the appropriate action to take and in-depth proofreading/editing activities.

MAST 218 Medical Insurance Billing and Coding I 3 credits

Corequisite: MAST 115

Course provides the fundamentals of initiating, tracking and processing insurance forms for commercial insurance carriers. Basic theory and coding principles utilizing Current Procedural Terminology and International Classification of Diseases for completion of medical insurance forms are emphasized along with accurate abstracting of information from the office medical record.

MAST 219 Medical Insurance Billing and Coding II 4 credits

Prerequisites: MAST 218

This course continues emphasis on CPT and ICD-9 coding skills and provides fundamentals of initiating, tracking and processing Medicare, Medicaid, Campus/Champus, Workers' Compensation and Disability Compensation claims.

MAST 220 Emergency Medical Procedures 4 credits

Prerequisites: MAST 101, ALTH 101, or permission of instructor

Introduction of theory and techniques employed by the medical assistant in emergency situations. Course includes simulations and laboratory sessions to identify and institute appropriate responses to various emergency incidents. Included with the emergency procedures course is a course in cardiopulmonary resuscitation. With successful completion of the course, the student will receive a course completion card in adult, child, and infant CPR. This course follows the CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 225 Clinical Practicum III 1-2 credits

Prerequisites: MAST 126 or MAST 214

The Medical Assistant Practicum Program is a period of directed practice which consists of practical medical assisting experience in a hospital, clinic, or comprehensive family health care facility.

MAST 226 Clinical Practicum IV 1-2 credits

Prerequisites: MAST 225

The Medical Assisting Practicum Program is a period of directed practice which consists of practical medical assisting experience in a hospital, clinic, or comprehensive family health care facility.

MAST 230 Pharmacology II 3 credits

Prerequisites: MAST 118, MAST 130, MAST 140, MATH 135, BIOL 105, BIOL 115

Presentation of the principles of pharmacology, relating to the medical assisting profession. Emphasis is placed on correlation of drug therapy and pathophysiological conditions, patient education regarding medications and researching drugs in a drug reference. Course content includes the use, action, side effects, contraindication, and routes of administration most commonly administered in the medical office. Knowledge and experience is gained through researching of drugs, both generic and trade name, and recording the information on pharmacology index cards. Students are also required to complete worksheets to record medications administered, dispensed, or prescribed during the practicum experience. This course follows the CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 240 Clinical Procedures II 4 credits

Prerequisites: MAST 140

Presents the theory and techniques required by the medical assistant to perform skills at intermediate and advanced level. Procedure skills include those used in the family medical practice, surgical and specialty practices. Emphasis is placed on competency based

skills and techniques used in assisting with minor surgical procedures, assisting with technical diagnostic procedures, and technique. This course follows the CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 297 Clinical Medical Assisting Review 1 credit

Prerequisites: MAST 111, 205, 209, 212, 214, 219 or permission of the instructor

This course is designed as a review tool for the Medical Assisting student in preparation for the Certified Medical Assisting examination. The course is designed to aid students in recalling clinical and transdisciplinary medical assisting principles and rules. Methods to improve test-taking skills and relieve text anxiety are included.

MAST 298 Administrative Medical Assisting Review 1 credit

Prerequisites: MAST 101, 115, 122, 140, 205, 240 or permission of the instructor

This course is designed as a review tool for the Medical Assisting student in preparation for the Certified Medical Assisting examination. The course is designed to aid students in recalling administrative and general medical assisting principles and rules. Methods to improve test-taking skills and relieve text anxiety are included.

NURSING - NRSG

NRSG 101 Introduction to Basic Human Needs and the Nursing Process 7 credits

Prerequisite: Acceptance into A.D.N. Program

Corequisites: CHEM 124, PSYC 110, NRSG 110

Introduction of the student to nursing as a profession through the historical development and current professional trends. Study includes the organizing framework of the Nursing Program, basic medical terminology related to human needs, the steps of the nursing process, therapeutic communication skills, introductory ethical and legal aspects, initial skills in basic patient care which promotes meeting human needs in environmental safety, asepsis, infection control, ambulation, personal comfort, hygiene, nutrition, elimination, and health assessment. Laboratory practice complements theory presented.

NRSG 102 Application of Basic Nursing Skills to Human Needs 8 credits

Prerequisites: NRSG 101, NRSG 110, PSYC 110, CHEM 124

Corequisites: BIOL 206, PSYC 111

Application of the nursing process to the practice of nursing with the development of specific skills necessary to meet the needs of patients related to reporting and recording patient responses, isolation

technique, surgical asepsis, tissue healing, altered elimination, fluids and electrolytes and respiratory function. Special skills required to meet the needs of the surgical patient and the dying patient are included. Introduces the foundation concepts of pharmacology with special emphasis on administration of medications. The student is introduced to clinical practice to complement learning in theory and lab practice.

NRSG 103 Achieving Maximum Health for the Childbearing Family 7 credits

Prerequisites: BIOL 206, CHEM 124, PSYC 110, PSYC 111, NRSG 101, NRSG 102, NRSG 110, or permission of instructor

Corequisites: BIOL 207, ENGL 101

Adaptation of nursing process to recognizing and meeting the needs of the childbearing family, particularly during the maternity cycle. Interference with normal reproduction and sexuality is also discussed. Promotion of maximum health for mother and newborn is the primary focus of study. Pharmacological aspects of care are integrated throughout the course. Laboratory and clinical practice experiences complement the theory as presented.

NRSG 106 Transition Course for Advanced Placement Students 4 credits

Prerequisite: Acceptance into the A.D.N. Program as an Advanced Placement Student

This four-credit course is designed to enable the student to explore integrative concepts in nursing and to assist the student in the transition from licensed practical nurse to registered nurse. Students refine and update previous learning in addition to identifying goals for a successful transition into the registered nursing program. Combined with classroom and nursing laboratory experiences, the student learns through the application of concepts. The student will demonstrate the ability to solve problems through the use of the nursing process with a focus on client assessment and to communicate more effectively. This course follows the syllabus approved by the Ohio Nursing Collaborative for Educational Mobility (ONCEM). Southern State Community College has agreed to participate in the Ohio Nursing Articulation Model (ONAM) beginning the Winter, 2005 quarter.

NRSG 110 Basic Principles of Nutrition 2 credits

Prerequisite: Acceptance into A.D.N. Program

Basic principles of nutrition in health and disease are introduced to enable the student to acquire a foundation upon which to build the integrated nutrition information offered within later nursing courses.

NRSG 115 Nursing Informatics 2 credits

Prerequisite: Acceptance into the ADN program

This course provides the beginning nursing student

with the strategies and processes needed to incorporate technology into the role of nursing. Basic computer concepts are introduced to enable the student to acquire a foundation upon which to build upon throughout their nursing careers.

NRSG 201 Nursing in Conditions of Impaired and Depleted Health I 8 credits

Prerequisites: BIOL 206, BIOL 207, BIOL 210, CHEM 124, ENGL 101, PSYC 110, PSYC 111, NRSG 101, NRSG 102, NRSG 110, NRSG 103, NRSG 203 or permission of instructor

Corequisites: PHIL 101 or 102, NRSG 210

A progressive study which uses the nursing process to guide the student through the nursing care of adults and children with impaired and depleted conditions of health that interfere with basic human needs related to normal respiration, endocrine balance, nutrition, elimination, fluid and electrolyte balance and circulation. Special emphasis is placed on the nursing principles for care of the elderly and pediatric client. Pharmacological aspects of care are integrated throughout the course. Clinical practice experience will complement the theory as presented.

NRSG 202 Nursing in Conditions of Impaired and Depleted Health II 8 credits

Prerequisites: BIOL 206, BIOL 207, BIOL 210, CHEM 124, ENGL 101, PHIL 101 or 102, PSYC 110, PSYC 111, NRSG 101, NRSG 102, NRSG 103, NRSG 110, NRSG 201, NRSG 210, NRSG 203 or permission of instructor

Corequisites: ENGL 102, SOCI 170 or 171, NRSG 211

Continued development of the student's ability to use the nursing process in the nursing care of adults and children with impaired and depleted health conditions that interfere with integumentary functions, reproductive functions, immune functions, musculoskeletal function, neurological function, and sensory perception and clients with cancer. Pharmacological aspects of care are integrated throughout the course. Laboratory and clinical practice experience will complement the theory as presented.

NRSG 203 Nursing in Conditions of Impaired and Depleted Health Relating to Mental Health Promotion 6 credits

Prerequisites: BIOL 206, BIOL 207, CHEM 124, ENGL 101, PSYC 110, PSYC 111, NRSG 101, NRSG 102, NRSG 110, NRSG 103 or permission of instructor

Corequisite: BIOL 210

Special emphasis centers on teaching the student to use the nursing process to manage the nursing care for patients whose health conditions indicate acute or chronic psychiatric disturbances. Mental health promotion for

all patients is stressed. The pharmacological aspects of the nursing care is integrated throughout the course. Carefully designed clinical practice experience for the student complements the theory presented.

NRSNG 204 Directed Nursing Practice 6 credits

Prerequisite: BIOL 206, BIOL 207, BIOL 210, CHEM 124, ENGL 101, ENGL 102, PHIL 101 or 102, PSYC 110, PSYC 111, SOCI 170 or 171 or permission of instructor

Corequisite: Humanities elective

Emphasis for this course is on the management of nursing care for health conditions of several patients to enable the student to integrate basic technical aspects of nursing care into realistic graduate nursing expectations. Ethical and legal nursing aspects will be discussed and explored. Problem areas of nursing are addressed, including dealing with difficult clients and colleagues, talking with physicians, managing conflict, delegation and preventing malpractice suits. Writing a resume' and interviewing for a job are also included. Integumentary nursing care and EKGs will also be addressed as well as critical care, emergency and community health nursing.

NRSNG 210 Pharmacology 2 credits

Prerequisites: NRSNG 101, NRSNG 102, NRSNG 110, NRSNG 103, NRSNG 203, BIOL 206, BIOL 207, BIOL 210, CHEM 124, ENGL 101, PSYC 110, PSYC 111 or permission of instructor

Corequisites: PHIL 101 or 102, NRSNG 201

Pharmacological aspects of nursing care throughout the lifespan, which have not been integrated in other nursing courses, are studied in this course. Calculation of medication dosages is reviewed. Specific knowledge of drug classifications, mechanism and principles of actions, indications and dosages, adverse reactions, interactions, and nursing considerations are included.

NRSNG 211 Pharmacology II 2 credits

Prerequisites: NRSNG 210, NRSNG 101, NRSNG 102, NRSNG 110, NRSNG 103, NRSNG 201, NRSNG 203, CHEM 124, BIOL 206, BIOL 207, BIOL 210, PHIL 101 or 102, ENGL 101, PSYC 110, PSYC 111 or permission of instructor

Corequisites: ENGL 102, SOCI 170 or 171, NRSNG 202 or permission of instructor

Pharmacological aspects of nursing care throughout the lifespan, which have not been integrated in other nursing courses are studied in this course. Calculation of medication dosages is reviewed. Specific knowledge of drug classifications, mechanism and principles of actions, indications and dosages, adverse reactions, interactions, and nursing considerations are included.

NRSNG 298 Health Assessment, Education, and Promotion 4.5 credits

Prerequisites: Completion of or enrollment in an

accredited Nursing program.

This course provides the framework for the systematic collection, organization, interpretation, and communication of data reflecting the health status of individuals across the life cycle. This course includes assessment of mental status, basic psychosocial status, functional health patterns and physical assessment skills. National Health Objectives for the nation provide the organizing framework for promotion of health and reduction of risks that impact individuals, families, aggregates, and communities. Integration of clinical laboratory provides a setting for practicing and developing critical thinking skills.

NRSNG 299 Preparation for the NCLEX-RN Exam 2 credits

Prerequisites: NRSNG 101, NRSNG 102, NRSNG 103, NRSNG 110, NRSNG 201, NRSNG 202, NRSNG 203, NRSNG 210, NRSNG 211

A comprehensive review of the nursing process and the client needs categories according to the NCLEX-RN test plan (safe and effective environment, physiological integrity, psychosocial integrity and health promotion and maintenance) in the areas of obstetric, pediatric, medical/surgical and mental health nursing. Includes methods to improve test taking skills and to relieve stress.

NURSING - NURS (*Effective Spring 2011*)

NURS 101 Fundamentals of Nursing 8 credits

Prerequisite: Acceptance into the Nursing Program

Corequisites: ALTH 105, BIOL 207, NURS 108

Building on the student's introduction to the program philosophy and organizing framework which was initiated during the orientation, this course introduces fundamental concepts and skills of nursing which are essential to providing patient centered care throughout the lifespan. Using the framework of basic human needs and personal dignity, the nursing process and promotion of health on the continuum, the student learns skills related to the areas of disease prevention, surgical asepsis, wound care, physical well-being, safety, fluids and nutrition, personal hygiene, mobility, elimination, rest, oxygenation, medication administration and IV therapy. The concepts of professional teamwork, legal, ethical, and cultural issues, quality improvement issues and required communication will be integrated with each skill. Guided laboratory and clinical experience complements theory.

NURS 105 Maternal Newborn Nursing 4 credits

Prerequisites: ENGL 101, NURS 113, NURS 116, and NURS 121 or permission of instructor

Corequisites: NURS 122 and PSYC 111

This course addresses the use of the nursing process and using clinical judgment to promote health in the childbearing family during the process of pregnancy, labor, delivery and the postpartum periods. Emphasis shall be placed on nurse awareness of physical, nutritional, mental, emotional and social needs of the mother and assisting the family in integrating the newborn into the family. Throughout the course, the dignity of the individual, appropriate communication skills, and pharmacological aspects of maternal-child care are discussed. Professional responsibilities of the nurse, patient quality improvement, and patient safety issues are integrated throughout the course along with significant ethical and legal responsibilities. Clinical practice experiences along with Human Patient Simulation complement the theory portion of the course.

NURS 108 Introduction to Pathophysiology *2 credits*

Prerequisite: Acceptance into Nursing Program

Corequisites: ALTH 105, BIOL 207, NURS 101

Course content includes a study of the physical needs of the human body and how disease processes disrupt the body's ability to maintain homeostasis. The course includes common diseases and disorders of selected body systems. This course integrates diagnostic testing, treatment of disease states and the principles of patient centered care as it applies to selected disease states and the professional nurse's role in restoring and maintaining the health of individuals throughout the lifespan. Course content will include the professional nurse's role in maintaining safety while improving of quality care which includes communication with the other members of the health care team related to the disease processes that include legal and ethical issues that affect the patients and communities served.

NURS 113 Trends in Nursing *1 credit*

Prerequisites: MATH 135, NURS 115, NURS 120, and PSYC 110 or permission of instructor

Corequisites: ENGL 101, NURS 116 and NURS 121

This seminar course investigates the profession of nursing within the broader context of society, the legal system and the health care environment. Professional, legal, ethical and social issues are explored and considered with the intention of promoting adaptation to and synthesis of the nurse's professional role. The role of the nurse in addressing patient safety, patient-centered care, clinical judgment, quality improvement, and professional communication is addressed within the context of the course.

NURS 115 Pharmacology I *2 credits*

Prerequisites: ALTH 105, BIOL 207, NURS 101, and NURS 108 or permission of instructor

Corequisites: MATH 135, NURS 120, and PSYC 110

Pharmacological aspects of patient-centered nursing care throughout the lifespan, which have not been integrated in other nursing courses, are studied in this course. Calculation of medication dosages is reviewed and tested. Specific knowledge of drug classifications, mechanism and principles of actions, indications and dosages, patient response, adverse reactions and interactions are used to make clinical nursing judgments related to drug administration. Content will include the professional nurse's role in medication administration which includes communicating to the other members of the health care team related to the therapeutic and adverse affects of medications administered to patients. The course will include the ethical and legal responsibilities of the professional nurse in medication administration. The need for safety and the reduction of risk through improvement of the medication administration process will be incorporated throughout the course content.

NURS 116 Pharmacology II *2 credits*

Prerequisite: MATH 135, NURS 115, NURS 120, and PSYC 110 or permission of instructor

Corequisites: ENGL 101, NURS 113, NURS 121

Pharmacological aspects of patient-centered nursing care throughout the lifespan, which have not been integrated in other nursing courses are studied in this course. Calculation of medication dosages is reviewed and tested. Specific knowledge of drug classifications, mechanism and principles of actions, indications and dosages, patient response, adverse reactions and interactions are used to make clinical nursing judgments related to drug administration. Content will include the professional nurse's role in medication administration which includes communicating to the other members of the health care team related to the therapeutic and adverse affects of medications administered to patients. The course will include the ethical and legal responsibilities of the professional nurse in medication administration. The need for safety and the reduction of risk through improvement of the medication administration process will be incorporated throughout the course content.

NURS 120 Medical Surgical Nursing I *6 credits*

Prerequisites: ALTH 105, BIOL 207, NURS 101, and NURS 108 or permission of instructor

Corequisites: MATH 135, NURS 115, PSYC 110

This course follows the framework identified from the program philosophy using patient-centered care and clinical judgment in relationship to quality improvement and safety to form a plan of study for specific health conditions of the endocrine, respiratory, gastrointestinal, and urinary systems and related nursing care. Preventive, rehabilitative, and therapeutic aspects of these conditions are studied as well as the physical, mental, emotional, cultural, and spiritual needs

of adults and children experiencing these conditions. Integrated within the course is the professional role of the nurse in patient care in collaboration with team members, patient, and family through effective communication to promote positive outcomes.

NURS 121 Medical Surgical Nursing II 9 credits

Prerequisites: MATH 135, NURS 115, NURS 120 and PSYC 110 or permission of instructor

Corequisites: ENGL 101, NURS 113, NURS 116

This course continues the student learning from NURS 120 using the identified framework described for that course. The content of this course continues with common conditions affecting musculoskeletal, cardiovascular, hematological, lymphatic systems, mental health, vision, hearing, cancer and terminal illness and related nursing care. The course is designed to promote an understanding of normal growth and personality development along with the influence of environmental factors on the patient, child or adult, and family.

NURS 122 Medical Surgical Nursing III 7 credits

Prerequisites: ENGL 101, NURS 113, NURS 116, and NURS 121 or permission of instructor

Corequisites: NURS 105, PSYC 111

This course continues the student learning from NURS 120 and NURS 121 using the identified framework described for those courses. The content of the course continues with common conditions affecting reproductive, integumentary, and neurological systems and related nursing care. An introductory unit on integrative therapies is presented with emphasis on the need of today's nurse having knowledge of the various modalities. The course is designed to promote an understanding of normal growth and development as well as the impact of environmental factors on the patient, child or adult, and family.

NURS 200 LPN to ADN Student 4 credits
Bridge Course

Prerequisite: Acceptance into the ADN Transition Pathway

This course is designed to enable the student to explore integrative concepts in nursing and to assist the student in the transition from licensed practical nurse to registered nurse. Students refine and update previous learning in addition to identifying goals for a successful transition into the associate degree nursing program. Incorporated throughout the course is the importance of patient-centered care, quality improvement, communication, safety, clinical judgment, and professionalism.

NURS 205 Psychiatric Nursing 4 credits

Prerequisites: NURS 105, NURS 122, and PSYC 111 or permission of instructor

Corequisites: NURS 210, NURS 220, and SOCI 170

Special emphasis centers on teaching the student to use

the nursing process to manage the nursing care for patients whose health conditions indicate acute or chronic psychiatric disturbances. Mental health promotion for all patients is stressed. Areas that will be included in the course content for the professional nurse include communication with the other members of the health care team to improve the quality of care provided to patients with mental health disorders. The pharmacological aspects of the nursing care are integrated throughout the course. The need for safe patient-centered care is incorporated into all aspects of the theory and clinical practice of the course.

NURS 210 Advanced Health Assessment 2 credits

Prerequisites: NURS 105, NURS 122, and PSYC 111 or permission of instructor

Corequisites: NURS 205, NURS 220, and SOCI 170

This course provides the basic framework for the systematic collection, organization, interpretation, and communication of data reflecting the health status of individuals across the life span. This course includes assessment of mental status, basic psychosocial status, basic functional health patterns, and basic physical assessment skills. Incorporated throughout the course is the importance of patient-centered care, quality improvement, ethical-legal considerations, professionalism, and safety. Integration of clinical laboratory provides a setting for practicing and developing critical thinking skills.

NURS 215 Pharmacology III 2 credits

Prerequisites: NURS 205, NURS 210, NURS 220, and SOCI 170 or permission of instructor

Corequisites: ENGL 102 and NRS 221

This course is a comprehensive review of the pharmacological aspects of patient-centered nursing care throughout the lifespan. Calculation of medication dosages is reviewed and the student will have medication quizzes through the quarter. Content will include the professional nurse's role in medication administration which includes communicating to the other members of the health care team related to the therapeutic and adverse affects of medications administered to patients. The course will include the ethical and legal responsibilities of the professional nurse in medication administration. The need for safety and the reduction of risk through improvement of the medication administration process will be incorporated throughout the course content. Specific knowledge of drug classifications, mechanism and principles of actions, indications and dosages, adverse reactions, interactions, and nursing considerations are included to prepare the nursing student to use clinical judgment to complete licensure requirements and begin practice at the level of a novice nurse.

NURS 220 Advanced Concepts in Medical-Surgical Nursing I *5 credits***Prerequisites:** NURS 105, NURS 122, and PSYC 111 or permission of instructor**Corequisites:** NURS 205, NURS 210, and SOCI 170

This course advances student learning in the area of medical surgical nursing, focusing on the multi-faceted role of the nurse in providing patient centered nursing care across the life span to those who have complex acute care health issues. The student is expected to integrate knowledge gained from previous learning experiences to assist the patient and family to achieve optimal health status by providing care in a professional, safe manner. Using clinical judgment, evidence-based practice and quality improvement indicators, the student will practice nursing in an interdisciplinary environment. The student will demonstrate the ability to communicate pertinent information within the health care setting during the clinical experience. Pharmacological aspects of care are integrated throughout the course. Clinical practice experience will complement the theory as presented.

NURS 221 Advanced Concepts in Medical/Surgical Nursing II *6 credits***Prerequisites:** NURS 205, NURS 210, NURS 220 and SOCI 170 or permission of instructor**Corequisites:** ENGL 102 and NURS 215

This course advances student learning in the area of medical surgical nursing, focusing on the multi-faceted role of the nurse in providing patient centered nursing care across the life span to those who have complex acute care health issues. The student is expected to integrate knowledge gained from previous learning experiences to assist the patient and family to achieve optimal health status by providing care in a professional, safe manner. Using clinical judgment, evidence-based practice and quality improvement indicators, the student will practice nursing in an interdisciplinary environment. The student will demonstrate the ability to communicate pertinent information within the health care setting during the clinical experience. Pharmacological aspects of care are integrated throughout the course. Clinical practice experience will complement the theory as presented.

NURS 230 Directed Nursing Practice *6 credits***Prerequisites:** ENGL 102, NURS 215, and NURS 221 or permission of instructor**Corequisites:** Humanities elective, PHIL 107, and SOCI 201

Emphasis is on the management of patient-centered care for multiple patients enabling the student to integrate basic technical skills and clinical judgment into realistic graduate nursing expectations. The importance of monitoring organizational and patient care outcomes through quality improvement processes are

encouraged throughout the care of patients. Professionalism, teamwork, and collaboration are explored in discussion of effective communication, principles of leadership and management, delegation, and promotion of a safe environment within the legal scope of practice. Ethical principles of nursing are reviewed to guide the professional practice of the graduate nurse. Techniques for securing the nursing position desired are provided. The roles and goals of the various types of community nursing are differentiated.

NURS 298 Health Assessment, Education, and Promotion *4.5 credits***Prerequisites:** Completion of or enrollment in an accredited Nursing program

This course provides the framework for the systematic collection, organization, interpretation, and communication of data reflecting the health status of individuals across the life cycle. This course includes assessment of mental status, basic psychosocial status, functional health patterns, and physical assessment skills. National Health Objectives for the nation provide the organizing framework for promotion of health and reduction of risks that impact individuals, families, aggregates, and communities. Integration of clinical laboratory provides a setting for practicing and developing critical thinking skills.

OFFICE INFORMATION TECHNOLOGY - OFIT**OFIT 101 Office Machines** *3 credits*

Development of fundamental working knowledge of ten-key electronic calculators. Students will acquire an occupational touch ability solving basic arithmetic problems relating to business applications using a simulation. Computer graphics using MS Publisher will also be introduced.

OFIT 106 Keyboarding I *3 credits*

Beginning course in computer keyboarding. Introduction to the touch keyboarding system with emphasis on correct techniques and mastery of the keyboard with primary emphasis on accuracy. Students will learn the operative parts of the computer keyboard. Development of speed and accuracy will be emphasized. Introduction to saving and emailing files for the online course delivery only.

OFIT 107 Document Processing *3 credits***Prerequisites:** OFIT 106 or permission of instructor

This course is designed for students who have had previous computer keyboarding instructions and experience. Students will learn how to format properly a

variety of business letters with special features, creating tables, editing business documents, newsletters and electronic communications. Further develop with file saving and emailing techniques.

OFIT 130 Word Processing I *3 credits*

Beginning word processing course using Microsoft Word 2007. Focus will be on creating, formatting, editing, saving, retrieving and printing documents using word processing software. Included will be maintenance and customization of documents, creating and formatting tables and enhancing documents with special features.

OFIT 131 Word Processing II *3 credits*

Prerequisites: OFIT 130

Continuing word processing course using Microsoft Word 2007. Focus will be on further refinement and enhancement of formatting and editing skills using more advancement formatting procedures. Enhanced skills in managing data and documents with directions for using special features, adding visual appeal, macros, shared documents, specialized tables and indexes and preparing and protecting forms.

OFIT 135 Desktop Publishing *3 credits*

An overview of the purpose/description of desktop publishing. Basic layout and design capabilities using a hands-on approach on the computer. Students will develop a portfolio of published assignments, desktop terminology and critiques of effective and poor design concepts in desktop communications. Included will be the understanding of the desktop publishing process, preparing internal documents, creating letterheads, business cards, personal documents, promotional documents, brochures, booklets, and creating newsletters.

OFIT 140 Customer Relations *3 credits*

This course covers the spectrum of internal and external customer service on the telephone. Students will develop exceptional customer service skills that will help raise customer satisfaction levels.

OFIT 261 Transcription I *3 credits*

Prerequisites: OFIT 106 or equivalent; ENGL 101, BADM 272

This course will focus on introduction to the techniques of machine transcription. Students will transcribe business communications. A major emphasis will be refinement of transcription, language, punctuation, capitalization, spelling, grammar, and professional document presentation skills.

OFIT 290 Internship *3 credits*

Prerequisite: Students must have completed 31 credit hours in the office information technology studies area with a grade of "C" or above in each

course.

A supervised on- or off-campus office work experience applying knowledge and skills learned in the classroom or online learning experience. Fifteen hours of work per week required for two credits. An on-campus seminar or online learning seminar will also be included for one credit hour. Students must have completed 31 credit hours in the office information technology studies area with a grade of "C" or above in each course.

OFIT 299 Research Project *1-3 credits*

Prerequisite: Fifth quarter standing

Independent study in the area of secretarial office work resulting in a formal report, research paper, project or a combination of these. Selection of the area of study or project is made in consultation with, and approval of, the instructor.

PHILOSOPHY - PHIL

PHIL 100 Critical Thinking *3 credits*

This course is designed to empower students to sort through complex, multifaceted issues, find solutions to problems, and resolve conflict. Students will learn to clarify meaning and analyze and evaluate arguments. The student will learn how emotion and the traditional taught thinking skills fit into the processes of deciding how to act and resolving conflicts.

■PHIL 101 Introduction to World Philosophy *4 credits*

Prerequisite: ENGL 101

This course is designed to acquaint students with the value and various methods of philosophically examining life experiences, as well as to acquaint them with basic philosophical beliefs of Western and non-Western cultures. Students are required to read short selections from the primary works of various philosophers, required to write short philosophical papers; and are encouraged to raise philosophical questions about knowledge, reality, other cultures, and values.

■PHIL 102 Introduction to Western Philosophy *4 credits*

Prerequisite: ENGL 101

This course is designed to acquaint students with the value and various methods of philosophically examining life experiences, as well as to acquaint them with the historical development of Western philosophy from the Greeks to the modern age. Students are required to read at least one primary work by a major Western philosopher, as well as to write short philosophical papers. In addition, students will be encouraged to raise philosophical questions about knowledge, experience, value systems, and so forth.

■PHIL 107 Ethics 4 credits

Prerequisite: ENGL 101

This course is designed to acquaint students with the historical development of formal theories of ethics in Western culture, as well as with many of the major ethical issues and moral questions that dominate contemporary life, both personal and professional.

PHIL 199 Seminar 1-6 credits

Discussion of particular problems related to chosen program and areas of special interest.

PHYSICAL SCIENCE - PHYS

■PHYS 101 Introduction to Physical Science 4 credits:
3 lecture, 1 lab

An introductory course designed to allow students to explore the basic concepts of physical science. Students will be introduced to the history and nature of science. The course includes an introduction to the fundamental concepts of physics, chemistry, astronomy, and earth science. Students will be encouraged to explore the relationship between science and everyday life.

■PHYS 104 Introduction to Geology 4 credits:
3 lecture, 1 lab

An introductory course with a laboratory approach dealing with the concepts of Geology. Topics include: mineral identification rock strata and formation, soils, stream development, seismology, volcanism, paleontology, and their effects on man's environment.

PHYS 115 Heat, Light, and Sound 4 credits

Prerequisites: High school algebra I or equivalent
Corequisites: MATH 117, MATH 118, or MATH 141

This course introduces the student to concepts of temperature and effects of heat and change of state, heat transfer, thermodynamics, harmonic motion and waves, sound, light and illumination, reflection, refraction, and dispersion of light, optical instruments. Demonstrations and laboratory work to complement class work.

PHYS 117 Mechanics 4 credits

Prerequisite: MATH 118 or appropriate score on placement test
Corequisite: MATH 120 or 142

Basic measuring systems, methods, conversions, and calculations for physics. Properties of solids, liquids, and gases, statics and motion, friction, work, power, and energy, simple machines, structure of matter. Demonstrations and laboratory work complementing class work.

PHYS 121 Electricity and Magnetism 4 credits

Prerequisite: MATH 118 or appropriate score on

placement test

Corequisite: MATH 120 or MATH 142

Electrostatics, magnetism, electromagnetism, electromagnetic induction; sources and effect of electric current, alternating current, circuits; introduction to concepts of atomic energy. Demonstrations and laboratory work complementing lectures.

■PHYS 130 Astronomy 4 credits

A descriptive course dealing with general principles of astronomy as well as recent discoveries in the realm of cosmology.

PHYS 140 Physics for Allied Health Sciences 4 credits

Prerequisite: MATH 117 or consent of the instructor

This course is an introductory survey of the basic elements of physics. Topics include measurement, error analysis, mechanics, thermodynamics, electricity and magnetism, and modern physics. Emphasis will be placed on those topics which relate to respiratory therapy.

PHYS 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

■PHYS 201 College Physics I 4 credits

Prerequisites: MATH 141, 142 or the equivalent
Corequisite: PHYS 211

Recommended for math majors, all science majors including biology, premed students, and pharmacy. Fundamental principles of static, kinetics, and dynamics of linear and rotational motion.

■PHYS 202 College Physics II 4 credits

Prerequisite: PHYS 201
Corequisite: PHYS 212

Fundamentals in gravitational fields and thermal properties of matter and heat transfer.

■PHYS 203 College Physics III 4 credits

Prerequisite: PHYS 202
Corequisite: PHYS 213

Fundamentals in Electromagnetism, optics with relations in atomic and nuclear study.

■PHYS 211 College Physics Lab I 1 credit

Lab must be taken concurrently with PHYS 201.

■PHYS 212 College Physics Lab II 1 credit

Lab must be taken concurrently with PHYS 202.

■PHYS 213 College Physics Lab III 1 credit

Lab must be taken concurrently with PHYS 203.

■ **PHYS 221 Physics for Scientists and Engineers I** 4 credits

Prerequisite: MATH 141 and 142

Corequisite: MATH 221

An introductory, calculus based, survey course covering the topics of measurement, space, time, vectors, one dimensional and multi-dimensional motion, dynamics, forces, work and energy, conservation of energy, systems of particles, collisions, rotational motion, rotational dynamics, elasticity, fluids, and gravitation.

■ **PHYS 222 Physics for Scientists and Engineers II** 4 credits

Prerequisites: MATH 221 and PHYS 221

Corequisite: MATH 222

Continuation of PHYS 221. Topics will include fluids, waves, temperature, heat and thermodynamics, kinetic theory of gases, entropy, electric charge, electric fields, Gauss' law, electric potential, capacitance, current and resistance, basic DC circuits, introductory magnetism, and Ampere's law.

■ **PHYS 223 Physics for Scientists and Engineers III** 4 credits

Prerequisites: MATH 222 and PHYS 222

Continuation of PHYS 222. Topics will include Faraday's law of induction, inductance, magnetism and matter, electromagnetism, alternating current, Maxwell's equations, geometrical and physical optics, relativity, quantum physics, atomic and nuclear processes, electrical conductivity, high energy physics.

■ **PHYS 231 Physics for Scientists and Engineers Lab I** 1 credit

Corequisite: PHYS 221

Introductory physics laboratory covering experiments in measurements of error analysis, and Newtonian mechanics.

■ **PHYS 232 Physics for Scientists and Engineers Lab II** 1 credit

Prerequisite: PHYS 231

Corequisite: PHYS 222

Introductory physics laboratory covering experiments in fluids, waves, heat, electrostatics, DC and AC circuits.

■ **PHYS 233 Physics for Scientists and Engineers Lab III** 1 credit

Prerequisite: PHYS 232

Corequisite: PHYS 223

Introductory physics laboratory covering magnetism, geometrical and physical optics, and computer simulation of quantum phenomena.

■ **PHYS 240 Elementary Modern Physics** 4 credits

Prerequisites: MATH 223, PHYS 223, PHYS 233

Elementary modern physics is a basic survey of

twentieth century physics revolving about the theory of relativity and the quantum. Application of quantum theory will include molecular, atomic, and nuclear problems. Relativity theory will be applied to inertial frames of reference and cosmological problems.

POLITICAL SCIENCE - PSCI

■ **PSCI 104 American Government - The American Democracy** 3 credits

The fundamental theories concerning democracy, including the relationship of government and constituents, are covered. Also included is particular emphasis on federalism, civil liberties, and equal rights.

■ **PSCI 105 American Government - Policy Making** 3 credits

This course covers each of the three branches of the National Government of the United States and pays attention to the rise of the federal bureaucracy.

■ **PSCI 106 American Government - Political Parties** 3 credits

Evolution and structure of political parties in the United States; the two-party system; election practices and problems.

PSCI 107 State Government 3 credits

Organization and operation of state governments, evolution of constitutions, elections, political parties, the three branches of government, and finances and taxation. Related program outcomes: 1) communicate the significance of facts, concepts, and ideas in spoken and written English which is clear, precise, and logical; 2) appraise the values and character of both Western and non-Western cultures; 3) demonstrate an academic proficiency comparable to students completing the second year of a baccalaureate degree program; 4) recognize the ways in which a scientific approach can be used to formulate an understanding of the observable world; 5) recognize and describe the interactions and institutions that characterize the individual and society.

PSCI 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

PRACTICAL NURSING - PRAC

PRAC 101 Fundamentals of Nursing I 6 credits

Prerequisites: Acceptance into the Practical Nursing Program, BIOL 205, BIOL 206

Corequisites: PRAC 108, PRAC 110, BIOL 207, CSCI 101 unless previously taken

Building on the student's introduction to the program

philosophy and organizing framework which was initiated during the orientation, this course introduces fundamental concepts and skills of nursing which are essential to providing adult client care. Gerontologic adaptations for nursing care are emphasized. Using the framework of basic human needs, the nursing process and promotion of health on the continuum, the student learns skills related to the areas of disease prevention, physical well-being, safety, fluids and nutrition, personal hygiene, mobility, elimination, rest, and oxygenation. Guided laboratory and beginning clinical experiences are integrated to complement theory within this course.

PRAC 102 Fundamentals of Nursing II *6 credits*

Prerequisites: PRAC 101, PRAC 108, PRAC 110, BIOL 205, BIOL 206, BIOL 207, CSCI 101

Corequisites: PRAC 103, PRAC 111

This course continues the student learning which was initiated in PRAC 101. Basic human needs, the nursing process and their relationship to promotion of health on the continuum again provide the framework from which specific nursing skills are taught. These skills relate to medial asepsis in disease prevention, surgical asepsis, wound care, administration of medications, intervention skills which may be needed to assist clients in meeting basic needs of nutrition, elimination, physical movement, and oxygenation. Personal dignity, pharmacological aspects, ethical or legal significance and required communication continue to be integrated with each skill. Guided laboratory experience complements theory.

PRAC 103 Practical Nursing Care in Conditions of Health I *5 credits*

Prerequisites: BIOL 205, BIOL 206, BIOL 207, CSCI 101, PRAC 101, PRAC 108, PRAC 110

Corequisites: PRAC 102, PRAC 111

This course follows the framework identified from the Program Philosophy using Basic Human Needs and Health Continuum in relationship to the Nursing Process to form a plan of study for specific health conditions of respiratory, endocrine, urinary, digestive conditions and related nursing care. Preventive, rehabilitative and therapeutic aspects of these problems are studied as well as the physical, mental, emotional, cultural and spiritual needs of adults and children experiencing these conditions as related to the role of the LPN. Integrated within that role are the client's personal dignity, communication skills needed, pharmacological aspects of care and ethical or legal components.

PRAC 104 Practical Nursing Care in Conditions of Health II *10 credits*

Prerequisites: BIOL 205, BIOL 206, BIOL 207, CSCI 101, PRAC 110, PRAC 101, PRAC 102, PRAC 108, PRAC 111, PRAC 103

Corequisites: ENGL 101, PRAC 112, PRAC 113

This course continues the student learning from PRAC 103 using the identified framework described for that course. The content of this course continues with common conditions affecting musculoskeletal, cardiovascular, hematological, lymphatic systems, mental health, vision and hearing. This course also discusses clients with cancer or other terminal illnesses and related nursing care.

PRAC 105 Practical Nursing Care in Conditions of Health III *8 credits*

Prerequisites: BIOL 205, BIOL 206, BIOL 207, PRAC 110, PRAC 101, PRAC 102, PRAC 108, PRAC 111, PRAC 103, PRAC 112, PRAC 104, PRAC 113, ENGL 101, CSCI 101

Corequisites: PRAC 106, PSYC 111

This course continues the student learning from PRAC 103 and PRAC 104 using the identified framework described for those courses. The content of the course continues with common health conditions affecting reproductive, integumentary, and neurological systems. This course is designed to promote an understanding of normal growth and personality development and the influence of environmental factors on the child and family.

PRAC 106 Obstetrics in Practical Nursing *4 credits*

Prerequisites: BIOL 205, BIOL 206, BIOL 207, CSCI 101, ENGL 101, PRAC 101, PRAC 108, PRAC 110, PRAC 102, PRAC 111, PRAC 103, PRAC 112, PRAC 104, PRAC 113

Corequisites: PRAC 105, PSYC 111

This course guides the student in learning to promote health for mothers and newborns within the framework of identifying human needs and the role of the LPN in the nursing process. Content includes basic information regarding physiological aspects of pregnancy, labor, the puerperal and neonatal periods. Emphasis shall be placed on nurse awareness of the physical, nutritional, mental, emotional and social needs of mothers, and upon assisting them to care for their infants. Throughout the course content, the dignity of the individual, appropriate communication skills, pharmacological aspects of maternal-child care and the significant ethical and legal responsibilities are integrated. Practical application of knowledge is provided by learning opportunities in the acute care setting and other practice settings that complement obstetrical nursing.

PRAC 108 Introduction to Disease Processes *2 credits*

Prerequisites: Acceptance into the Practical Nursing Program, BIOL 205, BIOL 206

Corequisites: BIOL 207, CSCI 101 (if not already taken), PRAC 101, PRAC 110

Course content includes a study of the physical needs

of the human body and causes of disease. Common diseases and disorders of selected body systems including diagnostic tests, treatment and principles of nursing care as it applies to practical nursing are included in the course.

PRAC 110 Nutrition in Practical Nursing 1 credit

Prerequisites: Acceptance into the Practical Nursing Program or permission of the Dean of Health Sciences, BIOL 205, BIOL 206

Corequisites: PRAC 101, PRAC 108, BIOL 207, CSCI 101 unless previously taken

Basic principles of nutrition are introduced to enable the student to assess and utilize nutrition information in making healthful personal choices and in working as a health professional with individuals of all ages in health care settings.

PRAC 111 Pharmacology I 3 credits

Prerequisites: BIOL 205, BIOL 206, BIOL 207, CSCI 101, PRAC 101, PRAC 108, PRAC 110

Corequisites: PRAC 102, PRAC 103

Course content provides a basis for learning in the field of pharmacology. Major areas covered include the scope of practice of the LPN when administering drugs; rationale for specific nursing care in relation to drug groups; observations related to desired drug effects, side effects, and toxic effects; communication between the LPN and other members of the health care team; nurse-client interactions; and documentation of drug administration. This pharmacology is related to health conditions affected by respiratory, endocrine, musculoskeletal, digestive, urinary, and the immune system.

PRAC 112 Pharmacology II 4 credits

Prerequisites: BIOL 205, BIOL 206, BIOL 207, CSCI 101, PRAC 101, PRAC 108, PRAC 110, PRAC 102, PRAC 103, PRAC 111

Corequisites: PRAC 104, PRAC 113, ENGL 101

Course content provides a basis for continued learning in the field of pharmacology. Major areas covered include the limits of accountability of the LPN when administering drugs; rationale for specific nursing care in relation to drug groups, observations related to desired drug effects, side effects, and toxic effects; communication between the LPN and members of the health care team; nurse-client interactions; and documentation of drug administration. This pharmacology is related to health conditions of neoplastic origin, cardiovascular, central and autonomic nervous systems, eye and ear, integumentary systems and herbal preparations.

PRAC 113 Trends in Practical Nursing 1 credit

Prerequisites: BIOL 205, BIOL 206, BIOL 207, CSCI 101, PRAC 101, PRAC 102, PRAC 103, PRAC 108, PRAC 110, PRAC 111

Corequisites: PRAC 104, PRAC 112, ENGL 101

A seminar course that will assist the graduating student in preparing for successful professional nursing practice by exploring relevant and pertinent concerns and issues.

PRAC 127 Preparation for the NCLEX-PN Exam 2 credits

Prerequisites: BIOL 205, BIOL 206, BIOL 207, CSCI 101, ENGL 101, PRAC 101, PRAC 108, PRAC 110, PRAC 102, PRAC 103, PRAC 111, PRAC 104, PRAC 112, PRAC 113

Corequisites: PSYC 111, PRAC 105, PRAC 106

An organized study seminar for practical nursing students preparing to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The course is designed to aid students in recalling nursing principles and nursing care for commonly encountered health problems throughout the life span. Methods to improve test-taking skills and relieve test anxiety are included.

PRAC 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

PSYCHOLOGY - PSYC

PSYC 098 Educational & Resource Management 2 credits

This practical and effective course examines the basic aspects of resource management and educational success as they apply to the individual; and his/her world of work, home and family. The participant will learn the personal value of academic advising, effective study skills, and how to use library resources. Each participant will develop an Individual Career Plan (ICP), improve basic and skills and complete applications for scholarships, state and federal financial aid. It moves from identifying specific concerns and problems to exploring methods of solving problems through the use of practical reasoning.

PSYC 102 Psychology of Human Thought 3 credits

This course approaches psychology as the science of thought. Topics included are: sensation, perception, consciousness, concept development and motivation. Credit will not be given for both this course and Psychology 110.

PSYC 103 Psychology of the Individual 3 credits

This course approaches psychology as the science of the individual. Topics included are: personality, mental abilities, conflict, anxiety, abnormal behavior, and psychotherapy. Credit will not be given for both this course and Psychology 110.

PSYC 104 Industrial Psychology 3 credits

This course is designed to give a broad overview of the field of industrial psychology.

PSYC 105 Career Development 2 credits

This course examines values, stress, techniques in obtaining employment, preparation for job search, and employers' expectations.

PSYC 108 College Success 3 credits

This is a performance based course designed to increase students' success in college by developing self esteem, personal responsibility, self motivation, resource management, study skills, writing ability, computer literacy, and academic and career planning.

PSYC 110 Principles of Psychology 5 credits

An overview of psychology as a science. Considers different conceptualizations of psychology, neuro-physiological bases of behavior, perception and sensation, sleep and consciousness, human assessment, personality, psychological conflict, motivation and emotion, abnormal behavior, psychotherapy, social psychology, learning and memory.

PSYC 111 Life Span and Human Development 5 credits

Prerequisite: PSYC 110 or permission of instructor
The study of human development from conception to death. The course will examine theories of development and their related concepts, the impact of cultural and technological changes on stages of development, the changes in social, emotional, and cognitive functioning that occur across the lifespan, and the interrelationships between different stages of development.

PSYC 115 Career Development & Employability 3 credits

Prerequisite: Permission of Instructor
This course will examine the participants' skills, interests, work needs, career options and planning strategies, knowledge of non-traditional fields and sexual harassment laws, job search preparation, and techniques in obtaining employment, and employer expectations.

PSYC 199 Seminar 1-9 credits

Discussion of particular problems related to chosen program and areas of special interest.

PSYC 205 Introduction to Child Psychology 3 credits

Prerequisite: PSYC 110 or permission of instructor
This course is an examination of the growth and development of the child in the pre-adolescent period.

PSYC 206 Introduction to Adolescent Psychology 3 credits**Prerequisite: PSYC 110 or permission of instructor**

This course is an examination of the growth and development of the adolescent.

PSYC 207 Human Growth and Development 4 credits

Prerequisite: PSYC 110 or permission of instructor
Growth and development of humans from conception to early adulthood.

PSYC 210 Social Psychology 3 credits

Prerequisite: PSYC 110 or permission of instructor
A second level course examining the area of social psychology and the social psychological perspective of human behavior.

PSYC 215 Community Mental Health Issues 3 credits**Prerequisite: PSYC 110**

This course covers the nature of mental illness and mental health as well as the organization of mental health services. Topics include identification and classification systems, community based and residential treatment, societal impact of deinstitutionalization, strategies for meeting the needs of individual and communities within a diverse population. Students who have completed HSSR 275 may not receive credit for this course.

PSYC 220 Psychology of Personality 3 credits

Prerequisite: PSYC 110 or permission of instructor
A second level course dealing with the major theories of personality and an examination of relevant research findings.

PSYC 225 Psychology of Addiction 3 credits**Prerequisite: PSYC 110**

This course will cover a broad range of issues related to addiction including various theories of addiction, how addiction is defined, how it develops, how it is treated, and how it can be prevented. The coursework will include study of biological, developmental, motivational, familial, societal, and cultural aspects of addiction, and will focus on many types of addiction including alcohol addiction, drug addiction, tobacco addiction, sex addiction, eating disorders, compulsive gambling, and emerging forms of addictive behavior new to our understanding. Class activities will include researching and reading journal articles and class discussion, as well as study from the assigned textbooks. Students who have completed HSSR 207 may not receive credit for this course.

PSYC 230 Counseling Theories 4 credits**Prerequisite: PSYC 110**

This course presents the major counseling theories and philosophies including discussion of major concepts

and techniques, impact on the client-helper relationship, advantages and disadvantages of different theories. Emphasis on practical application. Students who have completed HSSR 210 may not receive credit for this course.

PSYC 241 Educational Psychology 4 credits

Prerequisite: PSYC 110

Applications of psychology to teaching and to other educational problems; emphasis on human development and learning. Intended for students in teacher training.

PSYC 275 Abnormal Psychology 4 credits

Prerequisite: PSYC 110

Overview of the current theory and research concerning the causes, symptoms, and treatment of various behavioral disorders. Current mental health resources are examined.

PSYC 280 Topics in Gerontology 3 credits

A broad based multi-disciplinary approach to the aging process and the support of the elderly. Topics related to retirement, nutritional needs of the elderly, the biochemistry of aging, death and dying, recreational activities for the elderly, social-psychological changes associated with aging, and the utilization of gerontological reference materials will be examined.

RESPIRATORY CARE - RESP

RESP 101 Introduction to Respiratory Care and Equipment 4 credits

Prerequisite: Admission to the Respiratory Program

Corequisite: RESP 102 and PHYS 140

An introductory course to the profession of respiratory therapy, basic clinical assessment skills, and care of the respiratory patient. Professional aspects relating to the duties and responsibilities of respiratory care personnel will be discussed. Principles and skills of basic patient care including patient assessment, vital signs, pulse oximetry, charting, and oxygen administration will also be included.

RESP 102 Cardiopulmonary Anatomy and Physiology 4 credits

Prerequisite: Acceptance into Respiratory Care Program

Corequisite: RESP 101 and PHYS 140

This introductory course will provide a solid foundation in cardiopulmonary anatomy and physiology as it related to the profession of respiratory care. Knowledge in this course is essential for successfully completing respiratory therapy courses.

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RESP 107 Pharmacology for the Respiratory Therapist 1 credit

Prerequisite: RESP 101, RESP 102

Corequisite: RESP 110

This course will provide a strong foundation of the drugs presently pertaining to the field of respiratory care. General principles of pharmacology as those applied to aerosol drug therapy, IV, and instilled drugs will be taught along with calculations of drug doses. Non-aerosol drugs such as antibiotic therapy, diuretics and cardiovascular drugs will also be covered.

RESP 110 Respiratory Therapeutics I 3 credits

Prerequisite: RESP 101, RESP 102, and PHYS 140

Corequisite: RESP 107 and RESP 120

This course will be a continuation of oxygen therapy, with the addition of aerosol and humidity aspects. Various therapeutic modalities of respiratory care will be covered. Also, the pharmacology most commonly used in respiratory care will be discussed, along with the route of administration.

RESP 111 Respiratory Therapeutics II 4 credits

Prerequisite: RESP 101, 102, 110, and 120

Corequisite: RESP 121, 201, and 206

A continuation of the airway clearance techniques covered in RESP 110. Multiple lung expansion devices will be presented. Students will learn about the technique, preparation, attainment, and interpretation of arterial blood gases (ABG). Airway management will be the final topic--identifying, inserting, and removing each. Therapist driven protocols and evidence based medicine will be integrated throughout the course.

RESP 120 Clinical I 2 credits

Prerequisites: RESP 101, RESP 102, and PHYS 140

Corequisite: RESP 110

The clinical time will expose students to the respiratory care industry first hand. Students will actively perform therapeutic skills they have acquire through lab skills evaluations, under the supervision of a staff respiratory therapist at local medical facilities. Also, they will observe therapists performing more advanced-level therapy.

RESP 121 Clinical II 3 credits

Prerequisites: RESP 101, RESP 102, RESP 110 and RESP 120

Corequisite: RESP 111, RESP 201, and RESP 206

The clinical time will allow the student to continue their hands-on learning. Students will actively perform therapeutic skills they have acquired through lab skills evaluations, under the supervision of a staff respiratory therapist at local medical facilities. Also, they will observe therapists performing more advanced level therapy.

RESP 201 Cardiopulmonary Disease I 3 credits**Prerequisite:** RESP 101, 102, 110, 120**Corequisite:** RESP 206, 111, 121

This is an intermediate course to the profession of respiratory therapy, which covers the underlying pathophysiology of cardiopulmonary diseases. A systems approach will be utilized that will emphasize abnormal physiological processes, which result in the signs and symptoms of each cardiopulmonary disorder. There will be an emphasis in diagnosis, selection and implementation of therapeutic modalities, and the role of the respiratory therapist in treatment.

RESP 202 Cardiopulmonary Disease II 4 credits**Prerequisite:** RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 206**Corequisite:** RESP 205, RESP 220

This is an intermediate course to the profession of respiratory therapy and a continuation of RESP 201, Cardiopulmonary Disease I, which covers the underlying pathophysiology of cardiopulmonary diseases. A systems approach will be utilized that will emphasize abnormal physiological processes, which result in the signs and symptoms of each cardiopulmonary disorder. There will be an emphasis in diagnosis, selection and implementation of therapeutic modalities, and the role of the respiratory therapist in treatment.

RESP 204 Pediatrics and Neonatal 3 credits**Prerequisite:** RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 202, RESP 205, RESP 206 and RESP 220**Corequisite:** RESP 208 and RESP 221

Students will learn the pathology, pathophysiology, diagnosis, and treatment of the cardiopulmonary diseases unique to the newborn and pediatric. There will be discussion of development of the fetus, high-risk pregnancies, and finally the role respiratory therapists play in labor and delivery.

RESP 205 Mechanical Ventilation 4 credits**Prerequisite:** RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, and RESP 206**Corequisite:** RESP 202 and RESP 220

This course will further the student's knowledge of artificial airway management and the implementation of mechanical ventilation. Various modes and types of ventilation will be discussed. The course will conclude with the process of weaning or terminating the use of mechanical ventilation support.

RESP 206 Electrocardiography 2 credits**Prerequisite:** RESP 101, 102, 110, 120**Corequisite:** RESP 111, 201, RESP 121

Students will gain an understanding of the basic

principles of electrophysiology and the conduction system. A detailed study of the electrocardiogram (ECG) procedure, including indications, performing, troubleshooting, and interpretation of the test will be discussed. Students will be able to recognize and distinguish between normal and abnormal ECG tracings.

RESP 207 Pulmonary Function Testing 3 credits**Prerequisite:** RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 202, RESP 204, RESP 205, RESP 206, RESP 220, RESP 221**Corequisite:** RESP 222

This course will provide students with the necessary knowledge and skills necessary to work effectively in a pulmonary function laboratory. Specific topics including: various tests utilized, testing standards and techniques, equipment set up and utilization, analyzing test results and applying them in clinical situations will be emphasized.

RESP 208 Critical Care 4 credits**Prerequisite:** RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 202, RESP 205, RESP 206, RESP 220**Corequisite:** RESP 204, RESP 221

This is an advanced course in the profession of respiratory therapy, which covers the underlying pathology and pathophysiology and management of respiratory failure, sepsis, shock, trauma, and cardiovascular collapse. This course is designed to provide a broad understanding of how to manage patients in the intensive care units utilizing ventilators, pharmacology, and fluid filled monitoring systems by indwelling catheters. In addition, students will be prepared to perform hemodynamic and metabolic measurements, interpret and apply data, and learn advanced techniques of cardiopulmonary life support.

RESP 210 Capstone Course 3 credits**Prerequisite:** RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 202, RESP 204, RESP 205, RESP 206, RESP 207, RESP 208, RESP 220, RESP 221, RESP 222**Corequisite:** RESP 223

This is an advanced course to the profession of respiratory care, which includes a comprehensive review of the respiratory care curriculum to prepare students for their credentialing examinations. Students will be expected to pass mock certification and registry examinations, as well as the CWRRT SAE in order to pass this course.

RESP 220 Clinical III 3 credits**Prerequisite:** RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, and RESP 206

Corequisite: RESP 202 and RESP 205

The clinical time will allow the students to continue their hands on learning. Students will actively perform therapeutic skills they have acquired through lab skills evaluations, under the supervision of a staff respiratory therapist at local medical facilities. Also, they will observe therapists performing more advanced level therapy.

RESP 221 Clinical IV *3 credits*

Prerequisite: RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 206, RESP 202, RESP 205, RESP 220

Corequisite: RESP 204 and RESP 208

The clinical time will allow the student to continue their hands on learning. Students will actively perform therapeutic skills they have acquired through lab skills evaluations, under the supervision of a staff respiratory therapist at local medical facilities. Also, they will observe therapists performing more advanced level therapy in the adult, pediatric, and neonatal critical care setting.

RESP 222 Clinical V *5 credits*

Prerequisite: RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 202, RESP 206, RESP 204, RESP 205, RESP 208, RESP 220

Corequisite: RESP 207

The clinical time will allow the student to continue their hands on learning. Students will actively perform therapeutic skills they have acquired through lab skills evaluations, under the supervision of a staff respiratory therapist at local medical facilities. Also, they will observe therapists and perform more advanced level therapy in the adult, pediatric, and neonatal critical care setting.

RESP 223 Clinical VI *5 credits*

Prerequisite: RESP 101, RESP 102, RESP 110, RESP 111, RESP 120, RESP 121, RESP 201, RESP 202, RESP 204, RESP 205, RESP 206, RESP 207, RESP 208, RESP 220, RESP 221, RESP 222

Corequisite: RESP 210

The clinical time will allow the student to continue their hands on learning. Students will actively perform therapeutic skills they have acquired through lab skills evaluations, under the supervision of a staff respiratory therapist at local medical facilities. In addition, students will be able to choose an area of respiratory care that they wish to specialize in. This can involve gaining further knowledge and skills in an area they have already worked, or an ancillary service like Home Care, Polysomnography, Pulmonary Function Testing, Stress Testing, etc.

REAL ESTATE - REST**REST 171 Principles of Real Estate** *4 credits*

A basic course in real estate, economics, administration, and marketing. A survey of real estate law, finance, appraisal, and brokerage. Required for Ohio Real Estate Salesman and Broker examinations.

REST 173 Real Estate Law *4 credits*

The law as it applies to brokers, salesmen, real property ownership and transfer. A study of legal instruments such as contracts, deeds, mortgages, land contracts, liens, and leases. Also included are legal concepts such as landlord-tenant relationships and civil rights laws applicable to real estate practice. Required for all Ohio Real Estate Salesmen and Broker examinations.

REST 174 Real Estate Math *3 credits*

Prerequisites: REST 171, REST 173, REST 271 and REST 272, one year high school algebra or MATH 101 or placement by testing

Comprehensive real estate mathematics dealing with applied real situations and designed to prepare students for the Ohio Real Estate Exam and every day occurrence.

REST 180 Real Estate Investment *3 credits*

Real estate as compared to other types of investments; cash flow; tax advantages; effects of taxes and inflation on returns; compounding; forecasting; determination of value; pyramiding.

REST 199 Seminar *1-9 credits*

Discussion of particular problems related to chosen program and areas of special interest.

REST 271 Real Estate Finance *3 credits*

Prerequisite: REST 171 and REST 173

A study of the institution providing real estate finance, the nature of the mortgage loan, and government influence over real estate finance markets. Required for Ohio Real Estate Brokers examination.

REST 272 Real Estate Appraisal *3 credits*

Prerequisite: REST 171 and REST 173

The methodology and theory of real property appraisal together with a study of the three basic appraisal techniques of market data comparisons, cost of replacement, and income capitalization. Required for Ohio Real Estate Brokers examination.

REST 273 Real Estate Seminar *3 credits*

A summary course covering various aspects of the real estate industry. An in-depth study of real property investment analysis, real property taxation, and income tax effects of real property ownership and transfer.

REST 274 Real Estate Brokerage *3 credits*
Fundamentals of real estate marketing, real estate office administration, and current trends affecting the real estate industry.

SOCIOLOGY - SOCI

■**SOCI 107 Introduction to Diversity** *3 credits*
This course focuses on the similarities and differences among racial, ethnic, cultural and minority populations in the United States. The goal of this course is to provide a sociological perspective of diversity. Theories of race/ethnic and gender relations will be examined as well as the consequences of conflict, prejudice, and discrimination in the United States.

SOCI 120 Introduction to Anthropology *3 credits*
An eclectic survey of various cultures both historic and contemporary. The focus of the course is to furnish, through the examination and illustration of anthropological concepts, insights into current American society.

SOCI 121 Cultural Geography I *3 credits*
A systematic survey of settlement, man's response to his environment, and the economic activity related to various environments.

SOCI 122 Cultural Geography II *3 credits*
This course is broadly descriptive of major world cultures. It includes an examination of the interaction of culture, physical setting, economic development, and modernization. Areas chosen for study are drawn from Europe, Southeast Asia, and Africa.

SOCI 130 Appalachian Culture *3 credits*
This course will explore the geographic area known as Appalachian in regards to culture past, present, and future, with emphasis on folklore, lifestyle, ethnicity, beliefs, arts, and language. This course will cover the area known as Appalachia in regards to its lifestyle, past, present, and future, with emphasis on its music, folklore, lifestyle, and humor. Students will know the basic geography and history of the area called Appalachia and have a better understanding of the multifaceted culture of the people who live there.

SOCI 150 Marriage and Family *3 credits*
Consists of a study of the impact of modern cultures upon family member relationships and dynamics.

■**SOCI 170 Introduction to Sociology I** *4 credits*
This course is a study of human society with emphasis in basic sociological concepts, principles and methods. Also included is the study of culture, socialization, nature of groups, deviance, sexuality, and social inequalities.

■**SOCI 171 Introduction to Sociology II** *4 credits*
Prerequisite: SOCI 170
Analysis of United States Society with a focus on the social institutions including: family, religion, education, health care, government, collective behavior, urbanization, and social change.

SOCI 199 Seminar *1-9 credits*
Discussion of particular problems related to chosen program and areas of special interest.

SOCI 201 Personal and Human Relations *3 credits*
This practical, cognitive, and effective course examines the basic aspects of human relationships as they apply to the individual and his or her total world — occupation, society, home and interpersonal relationship. It moves logically from an examination of self-concept, through interpersonal and intergroup experiences, verbal and nonverbal communication, stress resolution and problem solving, multi- and cross-cultural understanding and appreciation, life styles, occupational choice and work attitudes, primary and family relationships, and the loss of relationships.

SOCI 210 Personal Development *3 credits*
Prerequisite: Permission of Instructor
This course will examine the basic aspect of human relationships as they apply to family lifestyles and human relationships.

SOCI 230 Social Problems *3 credits*
This course will explore the nature of today's major social problems by analyzing causes of delinquency and various treatment approaches. Statistical and theoretical information will provide students with the ability to critically examine issues in a sociological perspective.

SOCI 231 Juvenile Delinquency *3 credits*
This course will analyze the juvenile justice system by providing information regarding philosophical theories of delinquency, the development of case law, the juvenile court process, rehabilitation approaches and current issues affecting youth.

SOCI 232 The Criminal Justice System *3 credits*
This course will provide an overview of the criminal justice system by examining legal and political institutions as well as the behavioral nature of crime. The role of law enforcement, the courts, and corrections will be analyzed through the development of case law and practical application.

SOCI 235 Social Gerontology *3 credits*
Prerequisite: PSYC 110 or permission of instructor
This class takes a multidisciplinary approach to examining the issues facing people in late adulthood. Students will explore the demographic, socioculture, and mental

health aspects of aging. Problem solving techniques will be covered, along with future trends necessary with the approach of an aging population. Physical, cognitive, and psychosocial aspects of aging will be discussed. Students who have completed HSSR 215 may not receive credit for this course.

SPEECH AND THEATER - SPTH

SPTH 101 Drama Practicum *3-9 credits*

Students will participate as actors, designers, managers, or crew members in a Southern State Community College theatre production. Areas of production include: acting, stage management, dramaturgy, publicity, house, lighting, sound, set, props, costumes, and make-up. Audition is required for acting roles. This course may be taken three times for credit (with permission of instructor/director); may be repeated thereafter without credit.

SPTH 104 Drama Workshop *3-9 credits*

This course deals with the areas of design and technical theater: sets, props, lights, sound, special effects, make-up, and costumes. Students will participate as designers or crew members in a Southern State Community College theatre production. This course may be taken three times for credit (with permission of instructor/director); may be repeated thereafter without credit.

■SPTH 115 Fundamentals of Effective Speech *3 credits*

Principles of and practice in composition and presentation of speeches. A course designed to help individuals to speak effectively to other individuals or to groups. A study of organization, development, delivery, and purpose of various types of speeches.

■SPTH 121 Introduction to the Theater *3 credits*

This course presents a broad overview of theater. It includes a basic view of the history and development of theater, the play itself, of acting and directing, and a general approach to trends in theater today.

SPTH 131 Acting I *3 credits*

This course is an introductory study of acting and the actor. Emphasis will be placed on developing the actor's instrument (voice and body), ensemble work, improvisation, pantomime, monologue and scene performance. Students will explore different acting techniques and styles.

SPTH 132 Acting II *3 credits*

Prerequisite: SPTH 131 or permission of instructor

This course is a continuation of the study of acting and the actor. Emphasis will be placed on developing the actor's instrument (voice and body), ensemble work, improvisation, pantomime, monologue and scene performance. Students will also explore different acting techniques and styles.

SPTH 133 Acting III *3 credits*

Prerequisite: SPTH 132 or permission of instructor

This course is a continuation of the study of acting and the actor. Emphasis will be placed on developing the actor's instrument (voice and body), ensemble work, improvisation, pantomime, monologue and scene performance. Students will also explore different acting techniques and styles.

SPTH 140 Stagecraft *3 credits*

This course is an introduction to scenic design and construction. Emphasis will be placed on practical application of knowledge and skills in the following areas: safety, tools, materials, construction, painting, and stagehand duties.

SPTH 150 Stage Make-Up *3 credits*

This course focuses on the history of make-up and basic approaches to applying make-up for the stage and screen. Make-up supplies will be studied, as well as techniques for corrective, old-age, character, stylized, and special effects make-up.

SPTH 199 Seminar *1-9 credits*

Discussion of particular problems related to chosen program and areas of special interest.

SPTH 204 Drama Practicum: Advanced *3-9 credits*

Prerequisite: Permission of instructor

Students will participate as actors, designers, managers, or crew members in a Southern State Community College theatre production. Areas of production include: acting, stage management, dramaturgy, publicity, house, lighting, sound, set, props, costumes, and make-up. Audition is required for acting roles. This course may be taken three times for credit (with permission of instructor/director); may be repeated thereafter without credit.

SPTH 220 Script Analysis *4 credits*

Prerequisite: SPTH 121 and ENGL 101

This course focuses on play structure, research, analysis, and bringing the script to life on the stage. Plays from several periods and genres will be examined from the point of view of the playwright, dramaturg, director, designer, and actor.

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