

**Southern State
Community College**

Catalog
2014-2015

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, 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

MT. ORAB CAMPUS

351 Brooks-Malott Rd.
 Mt. Orab, OH 45154
 937.444.7722

NORTH CAMPUS

1850 Davids Drive
 Wilmington, OH 45177
 937.382.6645

Toll-free: 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, Ed.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 Respiratory Care program holds an Initial Accreditation from the Commission 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.

- 1990 – An agricultural wing was added to accommodate a greenhouse and additional classroom space.
- 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.
- 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.
- 2014 -- The new Mt. Orab Campus is designed to meet the needs of existing programs while also introducing state-of-the-art science labs and technical labs to accommodate new programs. This Campus is a replacement to the South Campus in Sardinia.

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 Library.



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
 American Student Government 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
 Clermont 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 Network for Associate Degree Respiratory Care (NN2RC)
 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



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 transfer 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 and ect. 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?>

Transfer Agreements — Colleges/Universities

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

Belmont Technical College
 Bellevue University
 Capital University
 Chamberlain College of Nursing
 DeSales University
 DeVry University – Columbus
 Franklin University
 HealthSource – Mt. Orab, OH
 Herzing University
 Indiana Wesleyan
 Kaplan University
 Lindsey Wilson University
 Mount St. Joseph
 Mount Vernon Nazarene
 Ohio Christian University
 Ohio University – Chillicothe
 Otterbein
 Shawnee State Univeristy
 Union Institute & University
 University of Cincinnati
 University of Cincinnati – Blue Ash
 University of the Cumberlands
 University of Phoenix
 University of Rio Grande
 University of Toledo
 Wilmington College
 Wright State University

Contact the Academic Affairs Office for specific program information.

Reciprocity Agreements

Ashland Community & Technical College
 Clark State University
 Eastern Kentucky University
 Gateway Cincinnati State
 Morehead State University
 Northern Kentucky University
 Ohio University
 Rio Grande
 Shawnee State University
 University of Cincinnati

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 by using the “Report an Incident” link which can be found at the bottom of 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, the employee’s immediate supervisor should be notified as soon as possible. For additional information, employees should refer to the Occupational Health and Safety Policy located in the Policy and Information Manual.

Students, faculty, and staff may subscribe to the SSCC Alerts Notification Systems in order to receive various alerts issued by the college. SSCC Alerts is a comprehensive alert notification system which Southern State uses to broadcast important information such as campus emergencies, closures, delays, cancellations and more via email, text or voice messaging. Instructions on how to subscribe as well as additional information about the alert system can be found at <https://www.sccc.edu/students/alerts.shtml>.

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 semester. Upon successful passing of the first semester, 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. Students who intend to apply for admission to the EMS program must contact the EMS for specific requirements. See the EMS Department for more specific information. 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 may apply online by going to the College website at www.sccc.edu/admissions/apply.shtml.
- b. 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/admissions/apply.shtml. 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.
- c. All applicants should submit a high school transcript or copy of GED certificate to the Records Office at the time of application. If an applicant plans to apply for any type of financial assistance they must submit a final high school transcript or copy of their GED to receive financial aid if they are otherwise eligible. In addition, transfer students should submit official transcripts of prior college course work.
- d. 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.)
- e. Applicants will be notified of their acceptance to the College.
- f. 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 semester during the regular academic year and a maximum of one course per A Term, B Term, or Semester term for the Summer Semester.
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 deadlines:
 - Fall semester - June 1
 - Spring semester - November 1

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 into ENGL 1101 or MATH 1141 (*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 qualify for ENGL 1101 or MATH 1141, 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. A dependent student's information may be disclosed to the parent if the parent documents that they claim the student as a dependent for income tax purposes. 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.
6. Students should see the Director of Admissions or a campus advisor prior to registration each semester.
7. Post Secondary Enrollment Options will not fund remedial courses (ENGL 0097, ENGL 0099, MATH 1106, MATH 1117, MATH 1118, PSYC 1108).
8. Students are permitted to participate in the PSEO program during the fall and spring semesters.

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/admissions/guidelines/international-admission.shtml.

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 Admission'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 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.
5. The rules of the chancellor for determining student residency shall grant residency status to a person who, while a resident of this state for state subsidy and tuition surcharge purposes,

graduated from a high school in this state, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment.

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.

Fees, Expenses, and Financial Aid



Fees and Expenses

Estimated Book Charges

The Financial Aid Office estimates the average book allowance is in the range of \$700 to \$1025 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/services/bookstore.shtml#textbooks.

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 \$3200 for Independent students and \$1600 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	162	306
2	322	607
3	483	915
4	645	1,218
5	806	1,522
6	965	1,825
7	1,128	2,131
8	1,287	2,437
9	1,449	2,742
10	1,608	3,042
11	1,772	3,350
12	2,093	3,945
13	2,100	3,953
14	2,107	3,959
15	2,116	3,969
16	2,275	4,273
17	2,438	4,577
18	2,596	4,881
19	2,761	5,188
20	2,921	5,488
21	3,081	5,794
22	3,241	6,096
23	3,403	6,400
24	3,562	6,707
25	3,724	7,012

* Charge includes a \$8.25 per credit hour Technology Fee and a \$7.50 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 semester schedule and/or published through other College materials.

Online Course Fees

All online classes scheduled will involve a special online fee. This fee is in addition to the amount charged for instructional fees and laboratory fees. The online fee will be \$15 per credit hour up to a maximum of \$45. Such online fees will be designated in the semester 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. The Deferred Payment Contract MUST BE COMPLETED each term, by the deadline date of each semester.
- 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 semester.
- To apply for financial aid, you may go to the SSCC website, www.sccc.edu, then select "Admission" and then select "Apply 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 are 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 Semester	100%
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 semester.

**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 semester 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 \$35.00 fee.

Servicepersons, Veterans, and War Orphans

Southern State is approved for the education and training of veterans and their dependents under several assistance laws. As a SOC (Servicemembers Opportunity College) Consortium Institution the College is committed to assisting qualified servicemembers in achieving their educational goals. Inquiries concerning eligibility and certification should be directed to the Records Office.

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.

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	\$4186
Books & Supplies	\$2050

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

Living Allowance	\$3200	(Independent Student)
	\$1600	(Dependent Student)
Transportation	\$2200	(Average cost for commuter student)
Miscellaneous fees	\$500	(Lab and misc. fees)

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 you may do so > 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: **IMPORTANT CHANGE - No longer can colleges accept copies of a student's or parent's income tax return known as the 1040 form. If the financial aid office request a copy of your income tax return, you MUST call (800) 008-9946 or use FORM 4506-T to request an OFFICIAL tax transcript from the IRS. We may also ask for copies of the student's, parent's or spouse's W2 forms for all members of the student's household.**
- Records of any untaxed income received in the household for the last completed calendar year (child support, veteran's benefits, social security, proof of receipt of food stamps, and information on any child support PAID OUT OF THE STUDENT'S HOUSEHOLD for children not living in the student's household, etc.)

- Information on any investments or assets (Not including the home or any monies set aside for retirement purposes).

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 or www.StudentAid.gov - Click "Start Here" to begin the online application.

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 semester. 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 post-offer background check is required. A student who has a felony conviction will NOT be permitted to become employed in the Federal Work Study program.
- Employment begins after supervisor selection and final paperwork is completed
- Students work no more than 20 hours a week
- Student workers must be enrolled at least six (6) or more credit hours each semester to maintain eligibility.
- Hourly wage; between \$8.00 - \$9.00 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 by 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 (six) 6 semester 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.

Important Academic Requirements for Receiving Financial Aid

- In order to receive federal financial aid, the student must be degree-seeking (officially declare a major).
- The student cannot receive federal aid for any courses not required in their declared major. Payment for courses taken outside the major will be the responsibility of the student. The only exception to this regulation is that students may take College Success (PSYC 1108) and necessary remedial courses. Additionally, electives required by the declared major still qualify for federal aid as long as they do not exceed the number of elective hours required by that major. If you have questions about whether or not a course qualifies, it is advised that you would meet with an advisor before enrolling in the course.

- If the Advisor approves a course substitution, a written statement must be given to the Financial Aid Office to verify the course change for auditing purposes. It is the student's responsibility to supply this document to the Financial Aid Office.
- The student must stay enrolled and attending at least 60% of the term or they will be required to return the unearned portion of federal financial aid (See Return of Title IV regulations in the college catalog).
- The student must keep the required cumulative grade point average of 1.75 as a freshman (earned 1 thru 30 semester hours) or a 2.00 as a sophomore (earned 31 or more semester hours).
- The student must have passing grades (D or above in at least 67% of attempted hours each term) (see Satisfactory Academic Progress Policy in this catalog).
- The student may only repeat a course for which they have received a passing grade (D or above) ONE TIME.
- The student can retake a failed or withdrawn course until a passing grade (D or above) is obtained. Once a grade of D or above is obtained, financial aid will not pay for further retakes even if their academic program requires a higher grade for admissions.
- The student must complete their degree within 150% of the required number of hours for the declared major. For example, if a program requires 60 semester hours, the student can receive financial aid for up to 90 semester hours (see Maximum Time Frame regulations in the college catalog)
- A student may appeal the Maximum Time Frame regulation no more than two times if the student has a change of major or extenuating circumstances that caused the student not to finish their degree within the 150% requirement.
- All semester/quarter credit hours attempted, including transfer hours, count toward the number of hours that are counted toward the 150% Maximum Time Frame regulation.

Please Note: Failure to abide by these regulations will adversely affect the student's federal financial aid eligibility.

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 semesters regardless of whether or not the student received financial aid for that semester.

The Satisfactory Academic Progress of each Southern State student is measured at the end of each

semester. The student SAP is measured by three components as listed below:

- 1. Qualitative** – Cumulative grade point average
 - a. A student with between 1 and 30 earned semester hours must maintain a cumulative grade point average of at least a 1.75 or above.
 - b. A student who has earned 31 and above semester hours will be considered a sophomore and must maintain a 2.0 or higher grade point average.
 - 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) – is completing a required percentage of semester hours each term. Each semester, i.e. hours attempted versus hours earned.

a. Attempted Hours	Earned Hours
12 or more	8 complete w/passing grade of D or above
9 – 11 hours	6 complete w/ passing grade of D or above
6 – 8 hours	5 complete w/ passing grade of D or above
1 – 5	67% of the 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 semester hour completion.

3. Cumulative Maximum Time Frame – The maximum amount of semester hours attempted toward obtaining the student's degree is known as Maximum Time Frame. The student must complete all course requirements within 150% of the required number of semester hours for their particular degree program. For an example; a student is in a degree program that requires 60 semester hours to complete the degree program. The student may take up to 90 semester hours towards completion of that degree. This allows for some hours of remedial course work and a few repeated courses that are required 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 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" or "W" still count in the Maximum Time Frame attempted but not earned.

Incomplete grades: Courses that are assigned an “I”, or incomplete grade are included in the cumulative semester 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 the incompleting course is one consecutive semester following the semester with the incomplete grade.

Repeated Courses: Federal financial aid students may retake a course ONE TIME ONLY that has already been assigned a passing grade one time to raise the grade if required for acceptance into a program. Grades of F, W, WI, N, or U may be repeated more than one time, or until a passing grade has been achieved. Then the course can be repeated one more time to raise the grade if required for acceptance into a program. Under no circumstances will this regulation be appealed. 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 semester hours over the required semester 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. The decision of the Director of Financial Aid is final.

Transfer credits: Transfer 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 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 semester 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 semester and who wants to have their financial aid based on the combined number of semester 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 semester 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.sccc.edu website 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 semester, he/she will be placed on an Academic Warning Status as outlined 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 semester of enrollment.
- b. Students who fail to meet the SAP Policy for the second consecutive semester will be placed on an Academic Probation status. While on Academic Probation, the student is not eligible to receive any financial aid unless the student submits a Request for Academic Probation Appeal to the financial aid office.
- c. If the Academic Probation Appeal is accepted, the student will be required to meet with the Student Advising Center to create an academic plan. As long as the student continues to make Satisfactory Academic Progress according to 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 as outlined in the Academic Plan the student will no longer be eligible for federal financial aid at Southern State Community College.
- e. Non-financial aid students may continue to register and attend courses during the Academic Warning, and Academic Probation status (self pay) however, if the student continues to not meet the Standards of Satisfactory Academic Progress, they will be dismissed from the College.

Regaining Eligibility: Academic Probation

To regain eligibility of federal financial aid while on the Academic Probation Status the student may appeal their probation status by submitting a request to the financial aid office. If approved students will be required to create an academic plan with the Student Advising Center. The Academic Plan will create a plan for success and allow the student to regain their eligibility within the stated guidelines of the Plan. If the student is able to return to classes according to the Academic Plan, the student will regain federal financial aid on a Provisionary Status. As long as the student meets the Satisfactory Academic Progress standards, he/she will

continue to receive federal financial aid. However, if the student fails to meet the standards, as defined in the Academic Plan, he/she will lose their eligibility for all federal financial aid at Southern State permanently, with no further appeals allowed.

Regaining Eligibility: Maximum Time Frame

Federal regulations require a student to complete their degree program within 150% of the required number of semester hours for the student's particular program, i.e. the student's major requires 60 hours for completion; the federal financial aid will pay for up to 90 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 be unable 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. There is a maximum of two appeals allowed for Maximum Time Frame except for extenuating circumstances documented to the Financial Aid Director.

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.

If a student has a late Pell disbursement because of an incomplete file; once the file is complete and the student is ready for the Pell disbursement, we must check their current registration and pay the Pell Grant based on the hours of enrollment at the time of disbursement.

Pell Regulations

The institution must receive the results of the FAFSA, known as the SAR (Student Aid Report or results of the FAFSA), 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 NOT receive federal student aid.

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 semesters (recalculation required)

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

Student who does not begin attendance in all classes within the drop/add date (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. Students taking online courses must have logged in and completed at least one assignment to be considered as attended the class during the drop/add period. The College Records Office requires all instructors to submit class list by the end of the first and second weeks of each semester. 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 semester.

Change in enrollment status within a semester

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 semester 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 prior to the census date, the Pell will be disbursed on the census hours. However, if the Pell recipient has not submitted all verification forms prior to the census date, the Pell recipient will be paid when all items are in to complete the file and the hours will be based on the currently enrolled hours at the time of disbursement.
- If the student, selected for verification, submits the verification documentation after the semester 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 (semester), a student “earns” Title IV funds in direct proportion to the length of time during the period he or she remains enrolled and attending classes. 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 semester (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. The institution must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.
- XII. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.
- XIII. 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).
- XIV. 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.
- XV. 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) hours each semester. 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.

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 completed online 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	\$4000 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	3	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 & 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 by the Communications 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.

Student Success Center

The mission of the Student Success Center is to provide assistance and resources necessary to ensure the academic success of all students. The Center offers academic support through the following to ensure each student a pathway to degree completion:

- Tutoring Services
- Retention Services
- Advising Services
- Career Services

Believing that successful students are those with strong support systems, the Center also promotes initiatives that help students identify and utilize all campus resources. Students are encouraged to participate in campus activities, clubs, and programs as a means of creating a sense of community.

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/services/tutoring.shtml.



Retention Services

Additionally, Retention Services is responsible for the coordination of activities dealing with the College's early warning system, Americorps coaches, and Perkins Grants to support initiatives.

The early warning system is designed, with assistance from the faculty, to identify and assist students who are having difficulty in their classes or having issues with attendance and help those students get back on track quickly.

Retention initiatives have been established to help students monitor academic progress and to stay on track while attending Southern State.

Advising Services

Advising Services plays a vital role in the success of students at Southern State. The Advising Services Office is located on the Central Campus. In addition, the office also maintains office hours and a physical presence at 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. 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

Advisor Commitment to Students

- Conduct advising appointments in a professional manner.
- 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 semester such as registration, late registration, drop/add of classes, withdrawals, and waitlists.
- Understand all aspects of the college academic policies and regulations i.e. grading system, clean slate repeat policy and waitlist.
- 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, Tutoring, Financial Aid).
- 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 at least once a semester.
- Make an appointment for such advising.
- 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 with your advisor when they develop.
- Seek assistance when making academic decisions about your academic future. Do not expect your advisor to make them for you.
- Seek additional advice from other sources when appropriate.

Career & Counseling Services

The Career & Counseling Services Office at Southern State Community College provides essential career and mental health services to all actively enrolled students and their direct family members. Services are free and confidential.

Career Counseling Services

Career counseling includes career direction, development, and job search services to currently enrolled students, alumni, and community members. 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
- Check out Job Search Resources including our online Job Board and notices of job fairs at SSCC and in our area.
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 – interview coaching, resume writing, and tips on job search strategies, Networking, and the Elevator Speech.
- Including assistance with job coaching, tips for assessing and managing your current career, and dealing with job stress utilizing Hardiness 'Techniques' 3Cs.
Watch for special related activities and workshops on our website
- Assistance in planning your classes to satisfy course requirements for your program
- 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/services/career-counseling.shtml#job-board.

Mental Health Counseling

“Life is difficult. This is a great truth, one of the greatest truths. It is a great truth because once we truly see this truth, we transcend it. Once we truly know that life is difficult-once we truly understand and accept it-then life is no longer difficult. Because once it is accepted, the fact that life is difficult no longer matters.”

M. Scott Peck, *The Road Less Travelled* (1988)

Many students are juggling multiple roles – student, parent, spouse, and worker to name a few. Life can pile up and become stressful. Southern State provides free and confidential assistance in sorting out the things that inevitably come to the surface. We are here to help you succeed in school and in your personal life.

- Free and confidential counseling.
- Topics such as relationships, stress, depression, anxiety, or feeling as if one is lost and confused – we can help.

Check out our website for videos, printable handouts, and resource links on a variety of self-help topics.

Ohio Benefit Bank

Need help with medical care? Heating and electric? Having tough economic times? We are an Ohio Benefits Application service center. We can help.

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.

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-time and part-time 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 5 years of age. Developmentally appropriate activities within a preschool setting are provided by qualified teachers who have aligned their curriculum with Ohio's Early Learning and Developments Standards - Birth through K Entry.

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 and Counseling Services Office. Southern State provides free and confidential counseling to active students for a variety of concerns.

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. The Orientation will review 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.

Any student or employee who believes that they have been sexually harassed or believes that another student or employee has been sexually harassed should report the situation immediately to the Title IX Coordinator. The Title IX Coordinators for SSCC are:

- Vice President of Student Affairs & Enrollment Management: (937) 393-3431, ext. 2510
- Director of Human Resources: (937) 393-3431, ext. 2550

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's 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 ha-

arrassment. 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.

Smoking

There will be no smoking in any campus building, or within 20 feet of an outside entrance to a building. "This includes the use of e-cigarettes."

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 the first week of the semester. Student ID cards can be picked up in the Learning Resource Center during the first week of the semester. 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.

Animals On Campus

To protect the health and safety of students, faculty, staff, and visitors, domestic or wild animals are not permitted on to the campus with the following exceptions:

- Animals are permitted for instructional purposes when approved by the Vice President of Academic Affairs. All such animals must be securely contained.
- Pets or other well-controlled animals may be brought on campus for educational purposes or special events with the prior, written, approval by the Vice President of Academic Affairs. All such animals must be kept under control. Under no circumstances may an officer of the College give approval to bring any animal on campus that would pose a safety or health risk to students, faculty or staff.
- Visually impaired or other handicapped people may be accompanied by a trained, service animal. Such service animals must have accompanying documentation verifying training and purpose.
- K9 units may be used by law enforcement or emergency personnel during an emergency. K9 units may be used for Police Academy and similar emergency personnel training.

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. A class which would start before 10:00 a.m., and which would have 50% or more meeting time remaining after 10:00 a.m., will meet for the remainder of the class period (a 9:30 class which ends at 11:00 would begin meeting at 10:00 since more than 50% of the class period would be available).
- 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).
- For individual alerts, please visit our website at www.sccc.edu/students/alerts.shtml

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
- Mt. Orab Campus . . . 937-444-7722
- North Campus . . .937-382-6645

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

- WSRW (1590 AM) - Hillsboro
- WCHO (1250 AM/105.5 FM) - Washington CH
- WVNU (97.5 FM) - Greenfield
- WLW (700 AM) - Cincinnati
- C103 (103.1 FM) - West Union
- WAOL (99.5 FM) - Ripley

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)

SSCC Alerts is a comprehensive alert notification system which Southern State uses to broadcast important information such as campus emergencies, closures, delays, cancellations and more via email, text or voice messaging. You can sign up for alerts at: <https://www.sccc.edu/students/alerts.shtml>.



Student Life

Athletics

Currently, the College offers the following sports:

- 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 Southern State Community College and the United States Collegiate Athletic Association (USCAA).

Southern State is a member of the USCAA and this allows the College to compete for National 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:

- Medical Assisting
- Phi Theta Kappa Honor Society
- Respiratory Care Student Organization
- Student Nurses Association
- Student Government Association
- Student Philosophy 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 semester 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 "Student Club or Organization Form and Fact Sheet," 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 semesters

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 semester 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

Advising

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

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

Academic Honors

- **President's List:** Students carrying a minimum of 12 semester hours of credit courses and attaining a grade point average of 4.0 for a semester's work and whose record for that semester 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 semester hours of credit courses and attaining a grade point average of 3.50 through 3.99 for a semester's work and whose record for that semester 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 20 semester 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 Admissions 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.

Prior Learning Assessment

The Prior Learning Assessment provides an opportunity for Southern State Community College students to gain college credit for prior learning, training, or public involvement. A student who qualifies may earn up to one academic year of credit (30 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 six (6) semester 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 20 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 learning, training, or public involvement.

There is a non-refundable application fee of \$45.00 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 Admissions Office.

Servicemembers Opportunity Colleges (SOC) Consortium

Southern State Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium. SOC, established in 1972, consists of national higher education associations and approximately 1,900 institutional members. SOC Consortium institutional

members subscribe to principles and criteria to ensure that quality academic programs are available to military students including those on active duty, Coast Guard personnel, reservists, members of the National Guard, family members, civilian employees of the Department of Defense, and veterans of all Services. As a SOC Consortium member, this institution ensures service-members and their family members share in appropriately accredited postsecondary educational opportunities available to other citizens. Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of military students and their family

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 \$25.00 per semester credit hour. For more information, see the faculty advisor or Records Office.

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. <http://www.sccc.edu/academics/articulations/tech-prep-transfer-credit-request.pdf>

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 Officer Training Academy Certificate for the Criminal Justice: Law Enforcement program. Documentation of completion must be submitted to the Admissions 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 Admissions 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 semester 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 six academic semesters must have elapsed between the ending date of the last semester 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.

Conversion Policy - Semesters

Students who completed courses under the quarter system and return to the college after not being enrolled for a year will be required to complete their program under the semester format.

Course Status Change

Students may, with permission from their advisor:

1. Add a course during the first 5 consecutive class days during the Fall and Spring Semesters and the first 3 consecutive class days of any given Summer Semester 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 semester during the regular academic year and 18 credit hours total for the combined Summer Semester 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 semester (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 semester hours attempted. The following example will illustrate:

<i>Course</i>	<i>Title</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Quality Points</i>
CSCI 1140	Intro to Computers	4	C	4 x 2 = 8
CSCI 1112	Spreadsheet Lab	1	W*	Not Applicable
ENGL 1101	English Composition I	3	B	3 x 3 = 9
PSYC 1110	Principles of Psychology	3	D	3 x 1 = 3
MATH 1160	Statistical Concepts	3	A	3 x 4 = 12
TOTALS				13 32

Grade Point Average (GPA) 32 divided by 13 = 2.462

*Note that the student still completed 13 hours after withdrawing from CSCI 1112. 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 CSCI 1112, 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 semester 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 "I" grade is given when a student is unable to complete the course requirements by the end of the semester for reasons acceptable to the instructor. The student must arrange to make up the missing work with the instructor before the "I" grade is given. If course work is not completed within the following semester, the "I" will be recorded as a failure on the student's transcript.

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

- A = 90 – 100
- B = 80 – 89
- F = 0 – 79

See the Student Handbook for the Nursing Program, the Student Handbook for the Medical Assisting 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 60 semester 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 20 semester hours of credit at Southern State if receiving an associate degree or 18 semester hours of credit at Southern State if receiving a one-year certificate.

Graduation for the Nursing degrees require completion of the courses specified in the Nursing Curriculum Plan. Grade requirements for these courses are specified in the Nursing Student Handbook.

Developmental courses numbered below 1100 are taken in addition to any degree program and may not be used to satisfy basic degree requirements. Students may use up to 4 hours of remedial classes numbered 1100 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 semester 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

A course in which a student works independently on assignments, conferring at designated times with the instructor.

Policy

Courses may be taken as an independent study with the concurrence of the instructor and the appropriate Dean. 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. Students who wish to apply for an independent study must first see their academic advisor and then apply to the appropriate Dean **no later than one week before** the beginning of the semester 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 appropriate Dean no later than one week before the beginning of the semester during which the independent study will be taken.
- If the appropriate Dean 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 appropriate Dean 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 20 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 by contacting the Registrar.

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 SSCC Computing Resources

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 Identity Standards Guide 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 Identity Standards Guide. Please refer to the Identity Standards Guide at www.ssc.edu/about/identity-standards.shtml

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.

Regular Registration

Registration for regular classes offered at Southern State Community College will be announced in advance for each academic semester by the Records Office. All degree-seeking students shall arrange their programs in consultation with their faculty advisors. Refer to the 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).

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 30 or fewer accumulated hours attempted
- 2.0 for 31 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 semester.
- Three-quarter time students attempting 9-11 credit hours must successfully complete a minimum of 6 credit hours per semester.
- Half-time students attempting 6-8 credit hours must successfully complete a minimum of 5 credit hours per semester.
- Less than half-time students attempting 1-5 credit hours must successfully complete 67% of the credit hours attempted per semester.

A student not in **good standing** at the end of any semester will be placed on **academic warning** for the following semester. A student not in **good standing** at the end of the second consecutive semester will be placed on **academic probation** for one semester. Students who fail to meet the requirements for good standing will be dismissed at the end of the 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 probation upon re-entry. If the student is not in good standing at the end of that term, they will be dismissed from the college. The college reserves the right to waive this policy under extenuating circumstances.

Any student that is receiving or plans to receive

any type of financial aid must review the Satisfactory Academic Progress (SAP) policy in the financial aid section of this catalog to determine eligibility to receive financial aid.

Semester Calendar

The academic year consists of two semesters approximately 16 weeks long: Fall and Spring. At the present time, Summer Semester offers 8-12 week terms. All academic credits are expressed in terms of semester credit hours.

Recognized holidays falling within the three 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.

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 two semesters, 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 semester 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 two semesters
- 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 two semesters
- 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 faculty member's assessment of academic work, and/or was determined in a manner inconsistent with the standards and procedures established by the faculty member in oral and written communications to the entire class.

Only the faculty member 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 faculty member. 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
- faculty member 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
- faculty member 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* - Faculty members 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

Faculty members may change the requirements, expectations, and method of evaluations throughout the semester. When a faculty member 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 faculty members 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 faculty member is absent from campus, the student must attempt to contact the faculty member 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 faculty member, 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 faculty member 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 Dean or Program Director depending on the course for which they are appealing the final grade. If it is a course with a Program Director then the Program Director in conjunction with the Dean of Technical Studies will review the appeal together. If it is a course without a Program Director then the appeal will go to the respective Dean. Should a Program Director be the instructor of record for the course involved in the appeal then it shall be handled by the Dean. Should the appeal occur for a course taught by a Dean, then the Vice President will appoint a designee to review the appeal.

Upon receiving the typed student appeal the Dean/Program Director will notify the faculty member and request a written statement from the faculty member concerning the appeal. Additionally, the Dean may request a meeting with the faculty member and/or the student to obtain further clarification of the appeal. After receiving typed statements from both the student and faculty member and through possible consultation, with the student or the faculty member, the

Dean/Program Director must give a typed response to the student with a copy to the faculty member 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* - A student wishing to take the appeal to the AAC must submit their typed appeal to the Vice President's Office within five (5) working days after receiving the Dean's/Program Director's response. If the student appeals to the AAC the Dean/Program Director will forward all information provided and gathered during their evaluation of the issue to the committee.

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 faculty member, in which the student and/or faculty member 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, faculty member, and Dean/Program Director.

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

Student Complaint Procedure

for non-grade issues

SSCC Faculty Informal Complaint

Student Problem Resolution Process

The steps are listed below to help the student through both the informal and the formal resolution processes. The informal process must be completed before using the formal process.

Informal Resolution Process—(conversation between student and faculty member)

The goal of the informal process is to provide answers to your questions and concerns and/or to come to a resolution agreeable to both the student and the faculty member. Within ten (10) days of the concern and no more than two (2) weeks after the end of the term in which the concern occurred, begin an Informal Resolution Process. If the beginning of the process occurs during a break in the schedule, such as the break following Fall, Spring, or Summer terms, it is important that the student send an email to the faculty member letting the faculty member know the concern. By sending the email, the student meets the required deadline for initiating an Informal Resolution Process.

- Continue the process when the faculty member returns to campus.

Schedule a face-to-face meeting with the faculty member at a time and place where the student can have a confidential conversation. The student should take this document to the meeting.

- Conversations with the faculty member after a class or in the hallway do not take the place of the required initial face-to-face meeting.
- The student and/or the faculty member may request a the faculty member's dean (or program director) to sit in on your discussion to help facilitate this step of the process. The dean's or program director's job is to help with communication—not to take sides—and to maintain a neutral position.
- Begin the meeting by stating the student is beginning the Informal Resolution Process.
- The student and the faculty member should note in writing the day and time of the meeting and take notes about any suggested resolutions.
- If a resolution is reached during this face-to-face meeting with the faculty member, the student has successfully resolved the concern and no further action under this process is necessary.

If NO resolution is reached in the discussion with the faculty member, the student and the faculty member will inform the dean who has five (5) college working days to consult individually with you and/or the faculty regarding the ongoing concern.

The dean then has five (5) college working days to provide the student with the conclusions reached during the informal process. This will include a statement describing:

- a mutually acceptable resolution, or
- lack of student response, or
- lack of a mutually acceptable resolution.

A copy of the written conclusions will be given to the student and to the faculty member. This will not be filed in any of the student's or the faculty member's records. If the student is not satisfied with the outcome of the Informal Resolution Process, the student may choose to begin the Formal Resolution Process.

Formal Resolution Process—(meeting with student, faculty member, and faculty member's dean)

The goal of the formal process is to work together to find a solution to the student concern.

Submit a written Statement of Concern within ten (10) college working days after the student had received the dean's written conclusions from the informal process. Print and complete the Statement of Concern form which is found at <http://www.sccc.edu/concernprocess/> or can be picked up in the Campus Director's Office on each campus.

- The Statement of Concern form should be carefully prepared.

Submit in person the completed Statement of Concern to the faculty member's dean and a second completed copy to the Vice President of Academic Affairs. Keep a third copy for your records. (The dean will provide the correct contact information for the Vice President.) The Statement of Concern will be date/time stamped and initialed when received.

- The following actions may then be taken:
 - o The dean may dismiss the action as having no grounds for further review if it is concluded that the concern is untimely, being concurrently reviewed in another forum, frivolous, or filed in bad faith; or
 - o The dean may take five (5) college working days to work with the parties to find a solution.
- If either the student or the faculty member does not like the recommended solutions or if no solution is found, the Vice President will review the Statement of Concern and the dean's documented solutions, if any.
 - o The student may be contacted to meet with the Vice President.
 - o The student will be informed in writing within twenty (20) college working days after the student submitted the Statement of Concern of the Vice President's decision and the reasons for it.

The decision of the Vice President of Academic Affairs is final. Copies of the Formal Complaint and the outcome will be placed in the student file and the faculty members file.

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 semester.

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 as listed as directory information defined by the college. 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/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 in 1990, following a directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Board of Regents will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

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 curriculum in A.A., A.S. and baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of course credit in English composition (minimum 5-6 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral

sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each State-assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full 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 have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

Transfer Assurance Guides

Transfer Assurance Guides (TAGs) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university and community and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher-education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

Conditions for Transfer Admission

1. Ohio residents with associate degrees from state-assisted institutions and a completed,

- approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.
2. When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.
 3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an A.A. or A.S. degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.
 4. Students who have not earned an A.A. or A.S. degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as transfer students on a competitive basis.
 5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

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 native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher

education. Students who successfully completed A.A. or A.S. degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level courses they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D) While this reflects the base-line policy requirement, individual institutions may set equitable institutional policies that are more accepting.

Pass/fail courses, credit by examination courses, Prior Learning Assessment courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

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. Students should use the Transfer Module, Transfer Assurance Guides, and the course applicability system for guidance in planning the transfer process. 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 articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their SSCC advisor and the college or university to which they plan to transfer.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

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 the Admission's Office. Upon receipt of the form, the Director of Admissions 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 appropriate Dean.
- If the student is not satisfied with the above results, he/she may request to see the Vice 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 advisor periodically throughout his/her education at SSCC. Some faculty advisors 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 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.

Library

The Library operates a full service facility at each campus location and may be accessed through our web site address at <http://library.sccc.edu>.

The Library 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 campuses and may be accessed from any campus location. Reference and information services, both print and electronic, are provided on each campus.

The Library collection has been developed to support the curriculum taught at the college. There are numerous volumes located in the Library collection and access to materials from 90 OhioLINK member libraries. The library provides access to thousands of electronic periodicals through academic databases covering a variety of subjects.

The Library provides several special collections. The South campus Library provides access to the Appalachian collection; while the Library at Central campus provides access to the Southern Ohio Southern Ohio Genealogical Society collection. Additionally, the North campus Library is home to the Clinton County collection.

The Library 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 (SWON), 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 Library 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 Library at Fayette Campus is the location of the Fayette Ohio MEANS Jobs 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/>.

Public service policies have been adopted to assure all users have access to information for their instructional needs. The Library 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 and SearchOhio libraries throughout the state. Remote access to Library services is available to all users. For circulation policies go to www.sccc.edu/lrc/assets/policies-lrc-circulation.pdf

Technology Clickers

The college began purchasing student response systems, also known as “clickers” during the 2012-2013 academic year through the Carl D. Perkins Grant. The “clickers” started out in a few classrooms but have since grown to being able to check systems out in the library and are being used in staff meetings and other classrooms.

The great aspect of the “clickers” is that it helps to track a student in a manner that allows them to participate in an honest and anonymous manner but in a way that the instructor is able to track progress or learning opportunities within the curriculum and individual student. The discussions and learning opportunities that come from using this type of activity in the classroom is priceless. The “clickers” tend to capture the students attention and keeps them engaged in the lessons.

The program operates like a PowerPoint presentation in its simplest form, and can be as complex as one elects with a lot of different resources. The technology is always evolving and the resources and opportunities are endless.

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 Adams, Brown, Clermont, Clinton, Fayette, Highland counties. 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

The ABLE program is offered FREE to any qualified individual who is at least 16 years old (Those under the age of 19 have additional requirements). 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 can enroll to be better equipped at helping their children with homework. Other adults enroll 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.

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 program works with area businesses to train workers.

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.

Mt. Orab

SSCC – South Campus (351 Brooks Malott Rd.)

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, 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 while 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.



Annual Recognition

An annual ABLÉ/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 ABLÉ program. All students are invited to attend. Family, friends, and members of the community are encouraged to participate.

Southern State Testing Center

The Testing Center is the newest addition to Southern State Community College's Academic Services Group. The new Testing Center offers a variety of examination services to both SSCC students and the general public. We provide a quiet, monitored environment that successfully blends the needs of the students with the requirements of the faculty and staff. The center is located in room 403.03 on Central Campus. Be sure to call the Testing Center to schedule an exam time as most of our services are offered by appointment only. Our services include:

GED Testing

The Testing Center is an official 2014 GED Program Test Location. The new computer-based test program offers students the ability to schedule and pay for tests one at a time in addition to offering several convenient testing times and dates. Testing is offered several times each month, however, advance registration is required due to limited seating. For more information concerning the GED exam, call the Testing Center or visit: <http://www.gedtestingservice.com/ged-testing-service>

Certification Testing

Southern State understands that employers are looking for employees who are up-to-date with current technologies. Make your personal brand stand out in a crowded job market by validating your skills—and building your confidence—with professional certifications of in-demand skills that make you marketable to employers.



Certiport

Southern State is a Certiport Authorized Test Center and proctors Microsoft Office Specialist (MOS) examinations. Included in these certification exams are:

Microsoft Office Specialist - Microsoft Office 2010

MOS: Microsoft Office Word 2010

Required Exam: 77-881

Southern State teaches toward this certification in the OFIT 1130 – Word Processing course.

MOS: Microsoft Office Excel 2010

Required Exam: 77-882

Southern State teaches toward this certification in the CSCI 2218 – Excel course.

MOS: Microsoft Office PowerPoint 2010

Required Exam: 77-883

Southern State teaches toward this certification in the CSCI 2217 – PowerPoint course.

MOS: Microsoft Office Outlook 2010

Required Exam: 77-884

Southern State teaches toward this certification in the CSCI 2216 – Outlook course.

MOS: Microsoft Office Access 2010

Required Exam: 77-885

Southern State teaches toward this certification in the CSCI 2213 – Access course.

Pearson VUE

Southern State is a Pearson VUE Authorized Test Center. We provide on-site, on-demand testing for certification and professional licensure exams. Pearson VUE offers testing for **hundreds of certifications and qualifications** including (but not limited to):

- Adobe
- C++ Institute
- Cisco Systems, Inc.
- CompTIA Testing (see below)
- And many more!

CompTIA Testing

CompTIA A+ Certification

Required Exams: 220-801 and 220-802

The CompTIA A+ Certification is the starting point for a career in IT. The exam covers maintenance of PCs, mobile devices, laptops, operating systems and printers. Southern State teaches toward this certification in the CSCI 1150 – Operating Systems and CSCI 2246 – PC Troubleshooting & Repair courses.



CompTIA Network+ Certification

Required Exam: N10-005

The exam covers network technologies, installation and configuration, media and topologies, management and security. Candidate job roles include network administrator, network technician, network installer, help desk technician and IT cable installer.

Southern State teaches toward this certification in the **CSCI 2235 – Network Management & Administration** course.

TEAS Testing

The Southern State Community College Testing Center offers on-line TEAS (Test of Essential Academic Skills) testing through ATI. The TEAS exam is the pre-entrance multiple choice test for Southern State Community College's Nursing and Respiratory Care Programs which measures the entry level skills and abilities of program applicants.

Distance Learning Testing

The Southern State Community College Testing Center also provides on-site Distance Learning student testing. We can provide proctoring for both on-line and paper based exams for students attending other schools who wish to test at the Southern State Central campus.

More information about Southern State's Testing Center such as the Testing Schedule, Testing FAQs and our Policies & Procedures can be found by clicking the following link: <http://www.sccc.edu/specialized/testing-center.shtml>

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.

The Division offers programs to serve the training, re-training, and continuous educational needs of the business and industry workforce in Adams, Brown, Clinton, Fayette, and Highland counties. It 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 the Workforce Development Division 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.

For information, contact the Workforce Development and Community Services Dean at (937) 382-6645 or (800) 628-7722, 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 call 800-628-7722 or (937) 382-6645, ext. 4684 or ext. 4555.

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 a variety of locations in southern Ohio, including Belmont College, Chillicothe, Cincinnati, Delaware, Lebanon, Nelsonville, New Lexington, Piketon, Pomeroy, Rio Grande, South Point and Wilmington.

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

For additional information, contact the TDA at (800) 628-7722, extension 4560 or (937) 382-6645, ext. 4560.

Command Spanish®

Southern State Community College, Workforce Development and Community Services, 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 or email jjoy@sccc.edu.



Highland and Fayette County One-Stop Employment and Training

Workforce Development 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. For Highland County's One-Stop Manager, please call (937) 393-1933.

Academic Programs



Academic Programs

All students working toward an associate degree must register for one of the programs listed in this section.

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, the Associate in Applied Business, or Associate of Technical Studies.

General Studies Programs

Developmental Courses

Developmental courses numbered below 1100 are taken in addition to any degree programs and may not be used to satisfy any basic degree requirements. Students may use up to 4 semester hours of developmental classes numbered 1100 or above as electives in their programs. These developmental courses are MATH 1106, MATH 1117, MATH 1118, and PSYC 1108.

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 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 60 semester 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 **36 semester 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/COMMUNICATIONS (9 semester hours)

ENGL 1101	English Composition I (3)
ENGL 1102	English Composition II (3)
COMM 1115	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 semester hours)

MATH 1124	Finite Math (3)
MATH 1141	College Algebra (3)
MATH 1142	College Trigonometry (4)
MATH 1160	Statistical Concepts (3)
MATH 2221	Calculus I (5)
MATH 2222	Calculus II (5)
MATH 2223	Calculus III (4)
MATH 2230	Differential Equations (4)
MATH 2241	Calculus for Business, Social, Life Sciences (5)
MATH 2250	Linear Algebra (4)
MATH 2281	Introductory Statistics (3)

ARTS/HUMANITIES

(Select 6 semester hours from at least two areas)

English

ENGL 2201	Introduction to Literature (3)
ENGL 2217	Readings in Early British Literature (3)
ENGL 2218	Readings in Later British Literature (3)
ENGL 2230	American Literature to 1865 (3)
ENGL 2235	American Literature after 1865 (3)
ENGL 2240	Introduction to Films (3)

Philosophy

PHIL 1101	Introduction to World Philosophy(3)
PHIL 1102	Introduction to Western Philosophy(3)
PHIL 1107	Ethics (3)

Fine Arts

FNAR 1104	Introduction to the Arts (3)
FNAR 1111	History of Art I (3)
FNAR 1112	History of Art II (3)
FNAR 1116	Music Appreciation I (3)
FNAR 1117	Music Appreciation II (3)

Speech and Theater

COMM 1121	Introduction to the Theater (3)
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SOCIAL SCIENCE

(Select 6 semester hours in at least two areas)

Economics

ECON 2205	Principles of Microeconomics (3)
ECON 2206	Principles of Macroeconomics (3)

History

HIST 1110	American History I (4)
HIST 1111	American History II (4)
HIST 1151	Introduction to Western Civilization I (4)
HIST 1152	Introduction to Western Civilization II (4)

Political Science

PSCI 1104	American Government - The American Democracy I (3)
PSCI 1105	American Government - The American Democracy II (3)

Psychology

PSYC 1110 Principles of Psychology (3)

Sociology

SOC 1107 Introduction to Diversity (3)

SOC 1170 Introduction to Sociology I (3)

NATURAL AND PHYSICAL SCIENCES (Select 6 semester hours with at least one course a laboratory course)**Biology**

BIOL 1101 Principles of Biology I (4)

BIOL 1102 Principles of Biology II (4)

BIOL 1104 Human Biology I (4)

BIOL 1105 Human Biology II (4)

BIOL 1125 Environmental Science (4)

BIOL 2205 Anatomy & Physiology I (4)

BIOL 2206 Anatomy & Physiology II (4)

BIOL 2210 Microbiology (4)

Chemistry

CHEM 1151/ 1161 First-Year Chemistry I/Chemistry Lab (4/1)

CHEM 1152/ 1162 First-Year Chemistry II/Chemistry Lab (4/1)

CHEM 2201/ 2211 Organic Chemistry I/Organic Chemistry Lab (4/1)

CHEM 2202/ 2212 Organic Chemistry II/Organic Chemistry Lab (4/1)

Physical Science

PHYS 1101 Introduction to Physical Science (3)

PHYS 1104 Physical Geology (4)

PHYS 1130 Astronomy (3)

PHYS 2201/ 2211 College Physics I/Physics Lab (4/1)

PHYS 2202/ 2212 College Physics II/Physics Lab (4/1)

PHYS 2221/ 2231 Physics for Scientists & Engineers I/ Lab (4/1)

PHYS 2222/ 2232 Physics for Scientists & Engineers II/ Lab (4/1)

PHYS 2240 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 (36 semester credit hours) must be satisfied.
2. A minimum total of 60 semester credit hours of courses numbering 1100 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/Communications**9 semester hours** (ENGL 1101, ENGL 1102,

COMM 1115)

B. Social Sciences**9 semester hours** (Courses from at least 2 areas)

Economics

Sociology

Psychology

History

Political Science

C. Science and Mathematics**9 semester hours** (at least one course from category 1 and two courses from category 2)

1. Mathematics - 1141, 1142, 2221, 2222, 2223, 2230

2. Biology - 1101, 1102, 1104, 1105, 2205, 2206, 2210

Chemistry - 1161, 1162, 2201, 2202

Physical Science - 2201/2211, 2202/2222, 2221/2231, 2222/2232

D. Arts and Humanities**12 semester hours**

(Courses from at least two areas)

Literature

Fine Arts

Philosophy

Theater

Foreign Language

E. Electives**At least 21 semester 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 (36 semester credit hours) must be satisfied.
2. A minimum total of 60 semester credit hours of courses numbering 1100 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**9 semester hours** (ENGL 1101, ENGL 1102, COMM 1115)**B. Social Sciences****9 semester hours** (Courses from at least 2 areas)

Economics

Sociology

Psychology

History

Political Science

C. Science and Mathematics**14 semester hours** Courses from 1 and 2 (at least one course from category 1 and two courses from category 2)

1. Mathematics - 1141,1142, 2221, 2222, 2223, 2230.
Other math courses will not satisfy this requirement.
2. Science
Biology - 1101,1102, 1104, 1105, 2205, 2206, 2210.
Chemistry - 1151/1161, 1152/1162, 2201/2211, 2202/2212
Physical Science - 2201/2211, 2202/2212, 2221/2231, 2222/2232.
Other science courses will not satisfy this requirement.

D. Arts and Humanities

9 semester hours (Courses from at least two areas)

- Literature
- Fine Arts
- Philosophy
- Theater
- Foreign Language

E. Electives

At least 19 semester 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 Multi-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

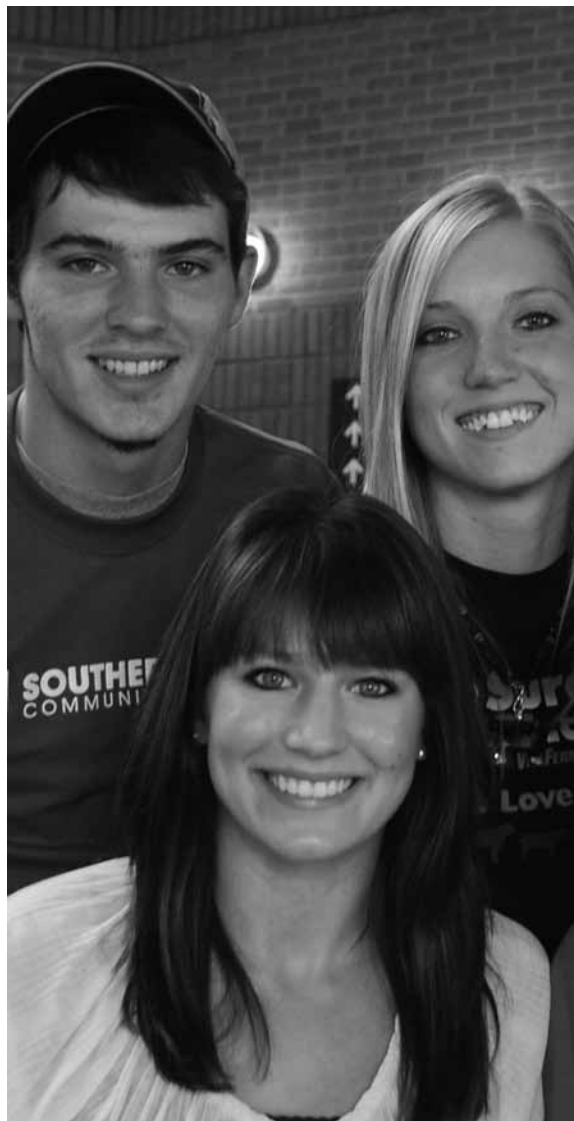
- 425 Office Information Technology
- 429 Business Management
- 429A Management Information Systems Major
- 429B Real Estate
- 429E Entrepreneurship Major

Associate of Applied Science

- 430 Nursing
- 435 Human & Social Services
- 435A Human & Social Services:
Chemical Dependency Major
- 437 Respiratory Care
- 441 Agriculture Production
- 4455 Computer Generalist
- 455A Interactive Media & Simulation Major
- 455B Computer Information Technology
- 455D Cyber Security and Forensics
- 460 Drafting Design
- 460C Computer Assisted Design Major
- 470 Electrical/Electronics Technology
- 470A Electromechanical Engineering Major
- 470F Electronic Information Systems Major
- 470G Aviation Major
- 485 Early Childhood Education
- 486 Paraprofessional Education
- 492 Medical Assisting
- 496 Criminal Justice
- 496A Law Enforcement Major
- 496B Assets Protection and Loss Prevention Major

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
- 432 Practical Nursing
- 441A Horticulture
- 492A Medical Transcription
- 492B Phlebotomy
- 492C Pharmacy Technician
- 492D Billing and Coding Specialist

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

Technical Studies - 410

Associate of Technical Study Degree

Total Credits: 60-73

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. Semester hour requirements will be established individually within limits of 60 to 73.

3. A grade point average of 2.00 or above is required for graduation.
4. At least 20 semester 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: 60-73

Office Information Technology - 425

Associate of Applied Business Degree

Total Credits: 64

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 field may find opportunities as Executive Assistants/Administrative Assistants, Information Processing/Data Entry Technicians, Receptionists, and General Office/Clerical Specialists.



COURSES		CREDITS
First Semester		
PSYC 1108	College Success	2
CSCI 1140	Introduction to Computers I	4
OFIT 1106	Keyboarding Techniques I	3
MATH 1115	Math for Business & Social Sciences OR	
MATH 1124	Finite Math OR higher	3
ENGL 1101	English Composition I	3
Second Semester		
CSCI 2216	Outlook (MOS 77-423)	3
CSCI 2217	PowerPoint (MOS 77-422)	3
ACCT 1104	Principles of Accounting I	4
OFIT 1107	Keyboarding Techniques II	3
OFIT 1130	Word Processing I (MOS-418)	3
Third Semester		
PSYC 1110	Principles of Psychology	3
OFIT 2232	Introduction to Business Management	3
CSCI 2218	Excel (MOS 77-420)	3
-----	Arts & Humanities or Science Elective	3
OFIT 2240	Organizational Communication	3
Fourth Semester		
CSCI 2213	Access (MOS 77-424)	3
OFIT 2290	Internship	3
COMM 1115	Fundamentals of Effective Speech OR	
COMM 1110	Interpersonal Communications	3
ECON 2205	Principles of Microeconomics OR	
ECON 2206	Principles of Macroeconomics	3
OFIT 2236	Desktop Publishing & Office Applications	3

Program Total

61

Program Available online

Office Services - 425C

Certificate Program

Total Credits: 34

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.

Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.



COURSES

COURSES		CREDITS
First Semester		
PSYC 1108	College Success	2
CSCI 1140	Introduction to Computers I	4
OFIT 1106	Keyboarding Techniques I	3
MATH 1115	Math for Business & Social Sciences OR	
MATH 1124	Finite Math OR higher	3
ENGL 1101	English Composition I	3
Second Semester		
CSCI 2216	Outlook MOS (77-423)	3
CSCI 2217	PowerPoint MOS (77-422)	3
ACCT 1104	Principles of Accounting	4
OFIT 1107	Keyboarding Techniques II	3
OFIT 1130	Word Processing I MOS (77-418)	3
Program Total		31

Program Available online

Business Management - 429

Associate of Applied Business Degree

Total Credits: 65

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 Semester

ACCT 1104	Principles of Accounting I	4
ENGL 1101	English Composition I	3
MATH 1124	Finite Math OR	
MATH 1141	College Algebra	3
BADM 2251	Business Law I - The Legal Environment	3
COMM 1110	Interpersonal Communication	3

Second Semester

ACCT 1105	Principles of Accounting II	4
ACCT 2206	Managerial/Cost Accounting	3
BADM 2252	Business Law II - The Formation & Regulation of Business	3
ENGL 1102	English Composition II	3
MATH 2281	Introduction to Statistics OR	
MATH 1160	Statistical Concepts	3

Third Semester

BADM 2208	Supervision & Leadership	4
BADM 2204	Principles of Marketing OR	3
BADM 2225	Social Media & Marketing	
BADM 2206	History & Principles of Mgmt.	3
CSCI 2218	Excel (MOS-420)	3
ECON 2205	Principles of Microeconomics	3

Fourth Semester

BADM 2216	Business Ethics	3
BADM 2220	Human Resources Management	4
BADM 2222	Business Finance	3
BADM 2290	Problems in Business Applications	4
ECON 2206	Principles of Macroeconomics	3

Program Total **65**

Program Available online

Management Information Systems Major - 429A

Associate of Applied Business Degree

Total Credits: 65

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 Semester

CSCI 1140	Introduction to Computers I	4
CSCI 1160	Introduction to MIS	3
ECON 2205	Principles of Microeconomics OR	
ECON 2206	Principles of Macroeconomics	3
ENGL 1101	English Composition I	3
-----	TM Arts & Humanities or Science Elective	3

Second Semester

CSCI 1141	Introduction to Computers II	4
PSYC 1110	Principles to Psychology	3
CSCI 2211	Business on the Internet	3
ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3

Third Semester

BADM 2204	Principles of Marketing	3
ACCT 1104	Principles of Accounting I	4
BADM 2251	Business Law I - The Legal Environment	3
BADM 2208	Supervision & Leadership	4
CSCI 2218	Excel (MOS 77-420)	3

Fourth Semester

CSCI 2213	Access (MOS 77-424)	3
ACCT 1105	Principles of Accounting II	4
CSCI 2240	Systems Analysis	3
COMM 1115	Fundamentals of Effective Speech	3
CSCI 1171	Java I OR	
CSCI 2203	Visual Basic I OR	
CSCI 2260	C Programming	3

Program Total **65**

Real Estate Major - 429B

Associate of Applied Business Degree

Total Credits: 64

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 Semester

BADM 2251	Business Law I - The Legal Environment	3
ENGL 1101	English Composition I	3
BADM 2204	Principles of Marketing	3
REST 1171	Principles of Real Estate	3.25
REST 1173	Real Estate Law	2.25

Second Semester

BADM 2252	Business Law II - The Formation & Regulation of Business	3
ENGL 1102	English Composition II	3
REST 1174	Real Estate Math	3
REST 2271	Real Estate Finance	2.25
REST 2272	Real Estate Appraisal	2.25

Third Semester

ECON 2205	Principles of Microeconomics	3
ACCT 1104	Principles of Accounting I	4
REST 2274	Real Estate Brokerage	3
CSCI 2218	Excel (MOS 77-882)	2.5
-----	HUM/SCI Elective	3

Fourth Semester

ECON 2206	Principles of Macroeconomics	3
ACCT 1105	Principles of Accounting II	4
MATH 1124	Finite Math	3
BADM 2216	Business Ethics	3
SPTH 1115	Fundamentals of Effective Speech	3
BADM 2216	Business Ethics	3

Program Total		61
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Accounting Major - 429D

Associate of Applied Business Degree

Total Credits: 64

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 Semester		
ACCT 1104	Principles of Accounting I	4
BADM 2251	Business Law I - The Legal Environment	3
ENGL 1101	English Composition I	3
MATH 1124	Finite Math OR	
MATH 1141	College Algebra	3
COMM 1110	Interpersonal Communications	3
Second Semester		
ACCT 1105	Principles of Accounting II	4
ACCT 2206	Managerial Cost Accounting	3
BADM 2252	Business Law II - The Formation and Regulation of Business	3
ENGL 1102	English Composition II	3
MATH 2281	Introductory Statistics OR	3
MATH 1160	Statistical Concepts	3
Third Semester		
ACCT 2201	Intermediate Accounting I	3
ACCT 2209	Not-for-Profit OR	
ACCT 2210	Tax Accounting	3
BADM 2208	Supervision and Leadership	4
ECON 2205	Principles of Microeconomics	3
CSCI 2218	Excel (MOS 77-420)	3
Fourth Semester		
ACCT 2202	Intermediate Accounting II	3
ACCT 2221	Auditing	3
BADM 2222	Business Finance	3
BADM 2290	Problems in Business Applications	4
ECON 2206	Principles of Macroeconomics	3
Program Total		64

Program Available online

Entrepreneurship Major - 429E

Associate of Applied Business Degree

Total Credits: 67

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 and pursue an 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 Semester		
ECON 2205	Principles of Microeconomics	3
ENGL 1101	English Composition I	3
ENTR 1150	Introduction to Entrepreneurship	3
ENTR 1108	Effective Small Business Management	3
ENTR 1110	Fast Trac Business Plan	3
ENTR 1102	Opportunity Analysis	3
Second Semester		
BADM 2204	Principles of Marketing	3
ENTR 2280	Consumer Behavior	3
ENGL 1102	English Composition II	3
CSCI 1140	Introduction to Computers I	4
PSYC 1110	Principles of Psychology	3
Third Semester		
MATH 1124	Finite Math OR	
MATH 1141	College Algebra	3
ENTR 2201	Funding Acquisition for Entrepreneurs	3
BADM 2251	Business Law I - The Legal Environment OR	
BADM 2252	Business Law II - The Formation & Regulation of Business	3
ACCT 1104	Principles of Accounting 1	4
BADM 2208	Supervision & Leadership	4
Fourth Semester		
ENTR 2295	Entrepreneurship Internship	3
ENTR 1120	Innovation & Creativity	3
COMM 1115	Fundamentals of Effective Speech	3
BADM 2220	Human Resource Management	4
PHIL 1107	Ethics	3
Program Total		67

Nursing - 430

Associate of Applied Science Degree

Total Credits: 70

Nature of the Profession: The registered nurse (RN) provides patient's care due to illness or desire to maintain health. The RN scope of practice is defined by the Ohio Nurse Practice Act. RN's practice nursing in a wide range of settings including hospitals, schools, work sites, and patient's homes. Multiple advanced degrees are offered at various universities.

Program Design: The program is accredited by the Accreditation Commission for Education in Nursing, Inc. (formally National League for Nursing Accrediting Commission), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30324 (404-975-5000) and has full approval of the Ohio Board of Nursing. The program is designed to be completed in two semesters (for a total of five semesters) when students enter the program directly from the Practical Nursing Program and three semesters for practicing licensed practical nurses desiring to become a registered nurse.

Admission Criteria: Admission to the nursing programs is a competitive and specific process. The Nursing Program Information Packet describes the application process and documentation required to support entry into the Practical Nursing Program. The Nursing Transition Program Information Packet is available to guide practicing LPN's to application to the Associate Degree Nursing Program. The Nursing Program and Nursing Transition Program Information Packets are available at all Southern State campuses or at www.sccc.edu/academics/associate/nursing.shtml or www.sccc.edu/academics/certificate/practical-nursing.shtml

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

Other recommended courses include: BIOL 2210, CHEM 1124, and MAST 1115.



COURSES CREDITS

Practical Nursing (Level I) - 43 credit hours

First Semester

ALTH 1105	Success for Allied Health Professionals	1
BIOL 2205	Anatomy and Physiology I	4
MATH 1135	Allied Health Mathematics	3
NURS 1101	Fundamentals of Nursing	6
NURS 1115	Pharmacology I	2

Second Semester

BIOL 2206	Anatomy & Physiology II	4
NURS 1105	Maternal Newborn Nursing	4
NURS 1120	Medical Surgical Nursing I	6
PSYC 1111	Life Span Human Development	3

Third Semester

ENGL 1101	English Composition I	3
NURS 1113	Trends in Nursing	2
NURS 1121	Medical Surgical Nursing II	5

*** Upon completion of Level I courses (semesters 1-3), student is eligible to apply for the Practical Nursing Certificate and would also qualify to sit for the NCLEX-PN.*

Associate Degree Nursing (Level II) - 27 credit hours (total of both levels - 70 credit hours)

Fourth Semester

NURS 2201	Transition to Professional Practice	1
NURS 2210	Advanced Health Assessment	2
NURS 2220	Advanced Concepts in Medical-Surgical Nursing I	6
PSYC 1110	Principles of Psychology	3

Fifth Semester

NURS 1107	Ethics in Nursing Practice	3
NURS 2205	Psychiatric Nursing	3
NURS 2221	Advanced Concepts in Medical-Surgical Nursing II	6
-----	General Elective*	3

Program Total **70**

** This course must be a non-technical course. Recommended courses are: ENGL 1102, MATH 1160, BIOL 2210, CHEM 1124, SPTH 1115, any course with FNAR prefix. HPER 2261 is a recommended course but is only 2 credits. MAST 1115 is a recommended course but cannot be used for the general elective course. If preparing for BSN completion, please contact school of choice for program requirements.*

Note: PHIL 1107 will be accepted as a substitution for NURS 1107 for any student accepted into the Nursing program for Fall 2015 or before. If PHIL 1107 has not yet been completed, the student should complete NURS 1107.

***A student completing both levels is eligible to apply for the Associate of Applied Science in Nursing Degree and would also qualify to sit for the NCLEX-RN.*

Practical Nursing - 432

Certificate Program

Total Credits: 49

Nature of the Profession: The licensed practical nurse (LPN) provides patient's care due to illness or desire to maintain health. The LPN scope of practice is defined by the Ohio Nurse Practice Act. The LPN provides care at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. The majority of LPN's work in long-term care and community organizations.

Program Design: The Practical Nursing Program is a three semester certificate program combining lecture, lab, and clinical experiences designed to prepare the graduate to be eligible to complete the licensure examination (NCLEX-PN) to become a Licensed Practical Nurse. The program has full approval of the Ohio Board of Nursing. Upon successful completion of the Practical Nursing Program, students may become a direct admission to the Associate Degree Nursing Program.

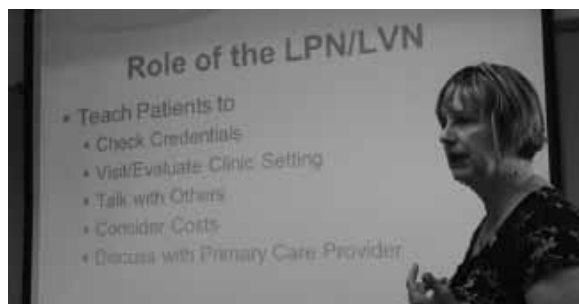
Admission Criteria: Admission to the nursing programs is a competitive and specific process. The Nursing Program Information Packet describes the application process and documentation required to support entry into the Practical Nursing Program. The Nursing Transition Program Information Packet is available to guide practicing LPN's to application to the Associate Degree Nursing Program. The Nursing Program and Nursing Transition Program Information Packets are available at all Southern State campuses or at www.sccc.edu/academics/associate/nursing.shtml or www.sccc.edu/academics/certificate/practical-nursing.shtml

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.

Other recommended courses include: BIOL 2210, CHEM 1124, and MAST 1115.



COURSES CREDITS

Practical Nursing (Level I) - 48 credit hours

First Semester

BIOL 2206	Anatomy and Physiology II	4
ALTH 1105	Success for Allied Health Professionals	2
MATH 1135	Allied Health Mathematics	3
NURS 1108	Introduction to Pathophysiology	2
NURS 1101	Fundamentals of Nursing	6

Second Semester

ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
NURS 1115	Pharmacology I	4
NURS 1120	Medical Surgical Nursing I	8

Third Semester

PSYC 1111	Life Span Human Development	3
NURS 1105	Maternal Newborn Nursing	3
NURS 1121	Medical Surgical Nursing II	7
NURS 1113	Trends in Nursing	1

Program Total

49

** Upon completion of Level I courses (semesters 1-3), student is eligible to apply for the Practical Nursing Certificate and would also qualify to sit for the NCLEX-PN.

Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.

Human and Social Services - 435

Associate of Applied Science Degree

Total Credits: 66

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 Semester		
HSSR 1140	Racial & Cultural Diversity in the Helping Professions	3
HSSR 1101	Introduction to Human Social Services	3
HSSR 1105	Survey of Substance Abuse	3
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
MATH 1115	Math for the Business & Social Sciences	3
Second Semester		
HSSR 1135	Affective Education & Group Process	3
HSSR 1150	Case Management & Writing in the Helping Professions	3
HSSR 1120	Human Services Methods & Ethical Procedures	3
ENGL 1102	English Composition II	3
PSYC 2207	Human Growth & Development	3
SOCI 1170	Introduction to Sociology	3
Third Semester		
HSSR 2271	Human Services Practicum I	3
PSYC 2275	Abnormal Psychology	3
HSSR 2210	Counseling Theories	3
BIOL 1104	Human Biology I	4
Fourth Semester		
HSSR 2272	Human Services Practicum II	3
HSSR 2211	Counseling Techniques	3
HSSR 2275	Community Mental Health Issues	3
SOCI 1150	Marriage & Family	3
SOCI 2231	Juvenile Delinquency	2
COMM 1115	Fundamentals of Effective Speech	3
Program Total		66

Chemical Dependency Major - 435A

Human and Social Services - Associate of Applied Science Degree

Total Credits: 67

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.

COURSES

CREDITS

First Semester

HSSR 1140	Racial & Cultural Diversity in the Helping Profession	3
HSSR 1101	Introduction to Human Social Services	3
HSSR 1105	Survey of Substance Abuse	3
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
MATH 1115	Math for the Business & Social Sciences	3

Second Semester

HSSR 1135	Affective Education & Group Process	3
HSSR 1150	Case Management Writing in the Helping Professions	3
HSSR 1120	Human Services Methods & Ethical Procedures	3
ENGL 1102	English Composition II	3
PSYC 1111	Life Span and Human Development	3

Third Semester

HSSR 2271	Human Services Practicum I	3
PSYC 2275	Abnormal Psychology	3
HSSR 2210	Counseling Theories	3
SOCI 1170	Introduction to Sociology	3
BIOL 1104	Human Biology I	4

Fourth Semester

HSSR 2272	Human Services Practicum II	3
HSSR 2211	Counseling Techniques	3
HSSR 2275	Community Mental Health Issues	3
HSSR 2216	Prevention, Diagnosis, and Treatment of Chemical Dependency	3
HSSR 2225	Psychology of Addictions & Family Services	3
COMM 1115	Fundamentals of Effective Speech	3

Program Total

67

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.

Respiratory Care - 437

Associate of Applied Science Degree

Total Credits: 69

Nature of the 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 Southern State 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) Complete all prerequisite courses, achieving at least a grade of C. Provide documentation via official transcript of completion of high school biology, chemistry, and algebra (or equivalent college courses). (If BIOL or CHEM courses were taken longer than five (5) years ago, updating courses is 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 or an experienced respiratory care professional (RCP). Required form 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

COURSES CREDITS

First Semester

RESP 1101	Fundamentals of Respiratory Care	5
RESP 1102	Cardiopulmonary Anatomy & Physiology	3
BIOL 2206	Anatomy & Physiology II	4
PHYS 1140	Physics for Allied Health Sciences	3

Second Semester

RESP 1107	Pharmacology for the Respiratory Therapist	1
RESP 1110	Respiratory Therapeutics	5
RESP 1115	Cardiopulmonary Disease	3
RESP 1117	Pulmonary Diagnostics & Procedures	3
MATH 1135	Allied Health Mathematics	3

Third Semester

RESP 2204	Pediatrics & Neonatal	3
RESP 2205	Critical Care I	7
ENGL 1101	English Composition I	3

Fourth Semester

RESP 2206	Critical Care II	8
BIOL 2210	Microbiology	4
PSYC - - - -	Psychology Elective - options 1111 or 2207	3

Fifth Semester

RESP 2209	Respiratory Care in Alternative Settings*	1
RESP 2210	Capstone Course**	2
RESP 2223	Capstone Clinical	5
- - - - -	Humanities Elective	3

Program Total **69**

*First 1/2 of Term | **Last 1/2 of Term

Prerequisite Courses: Credits

RESP 1100	Introduction to RT Profession	1
BIOL 2205	Anatomy & Physiology I	5
CHEM 1120	Intro to Chemistry I	4
MATH 1117	Elementary Algebra	3

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, a 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).

Agriculture Production - 441

Associate of Applied Science Degree

Total Credits: 64

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.



COURSE		CREDITS
First Semester		
AGRI 1106	Introduction to Crop Science	4
AGRI 1171	Survey of Agriculture	1
BIOL 1101	Principles of Biology I	5
ENGL 1101	English Composition I	3
-----	AGRI Elective	4
Second Semester		
AGRI 1107	Introduction to Animal Science	4
AGRI 1101	Agricultural Economics	3
ENGL 1102	English Composition II	3
MATH 1124	Finite Math OR	
MATH 1141	College Algebra	3
Third Semester		
CHEM 1151	First Year Chemistry I	4
CHEM 1161	First Year Chemistry Lab I	1
AGRI 1199	Seminar	1
AGRI 2232	Weed Control & Management	4
-----	AGRI Elective	3
-----	AGRI Elective	3
Fourth Semester		
CHEM 1152	First Year Chemistry II	4
CHEM 1162	First Year Chemistry Lab II	1
PHIL 1107	Ethics	3
COMM 1115	Fundamentals of Effective Speech	3
AGRI 2208	Soils	4
AGRI 2200	Agriculture Field Experience	3
Program Total		64

**See your advisor to select appropriate AGRI electives.

Horticulture - 441A

Certificate Program

Total Credits: 35

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.

Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.

COURSE		CREDITS
First Semester		
AGRI 1123	Plant Materials	4
AGRI 1114	Introduction to Horticulture	4
AGRI 1171	Survey of Agriculture	1
BIOL 1101	Principles of Biology I	5
ENGL 1101	English Composition I	3
Second Semester		
AGRI 2218	Landscape Design OR	
AGRI 2217	Landscape Maintenance	3/4
BIOL 1102	Principles of Biology II	5
AGRI 2208	Soils	4
AGRI 2238	Pesticides & Pesticide Usage	3
MATH 1124	Finite Math OR	
MATH 1141	College Algebra	3
Program Total		35



Computer Generalist - 455

Associate of Applied Science Degree

Total Credits: 62

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

CSCI 1160	Introduction to MIS
CSCI 1165	Digital Design
CSCI 1171	Java I
CSCI 2203	Visual Basic I
CSCI 2216	Outlook
CSCI 2217	PowerPoint
CSCI 2234	Server Administration
CSCI 2235	Network Administration
CSCI 2242	Database Management
CSCI 2246	PC Troubleshooting and Repair
CSCI 2260	C Programming
CSCI 2265	Introduction to Game Development
CSCI 2268	Digital Audio and Video
CSCI 2280	Co-Op Technical Support

Business Admin. Electives

BADM 2204	Principles of Marketing
BADM 2206	History & Principles of Management
BADM 2208	Supervision & Leadership
BADM 2215	Gender & Diversity
BADM 2220	Human Resources Management
BADM 2222	Business Finance
BADM 2251	Business Law I - The Legal Environment
BADM 2252	Business Law II - The Formation & Regulation of Business
BADM 2290	Problems in Business Applications

COURSES

First Semester

CSCI 1140	Introduction to Computers I	4
ENGL 1101	English Composition I	3
CSCI 1150	Operating Systems	3
ECON 2205	Principles of Microeconomics	3
-----	General Elective	3

Second Semester

ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3
CSCI 1141	Introduction to Computers II	4
CSCI 2211	Business on the Internet	3
PSYC 1110	Principles of Psychology	3

Third Semester

CSCI 2218	Excel (MOS-77-420)	3
-----	BADM Elective	3
-----	BADM Elective	3
-----	Arts/Humanities Elective	3
-----	CSCI Elective	3

Fourth Semester

CSCI 2240	System Analysis	3
CSCI 2213	Access (MOS-77-885)	3
COMM 1115	Fundamentals of Effective Speech	3
-----	Computer Science Elective	3
-----	Computer Science Elective	3

Program Total

62



Interactive Media & Simulation Major - 455A

Associate of Applied Science Degree

Total Credits: 65

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 Semester

ENGL 1101	English Composition I	3
FNAR 1105	Basic Drawing I	3
CSCI 1140	Introduction to Computers I	4
CSCI 1165	Digital Design	3
FNAR 1104	Introduction to the Arts	3

Second Semester

MATH 1124	Finite Math	3
FNAR 1106	Basic Drawing II	3
CSCI 1145	Introduction to Multimedia	3
CSCI 1141	Introduction to Computers II	4
PSYC 1110	Principles of Psychology	3

Third Semester

CSCI 1146	Computer Graphics & Animation	4
CSCI 2265	Intro. to Game Development	3
COMM 1115	Fundamentals of Effective Speech OR	
COMM --	Interpersonal Communication	3
CSCI 2211	Business on the Internet	3
FNAR --	Studio Art Elective	3

Fourth Semester

CSCI 1147	Web Page Design	4
CSCI 1171	Java I	4
CSCI 2268	Digital Audio & Video	3
BADM --	Business Elective	3
-----	General Elective	3

Program Total 65

Allowable Electives for CSCI 455A Media & Simulation:

FNAR Studio Art Electives

- FNAR 1140 Introduction to the Craft of Stained Glass I
- FNAR 1141 Introduction to the Craft of Stained Glass II
- FNAR 1146 Fused Glass Jewelry and Decor
- FNAR 1147 Fused Glass Metal Clay Jewelry
- FNAR 2211 Figure Drawing

Business Electives

- BADM 2204 Principles of Marketing
- BADM 2206 History & Principles of Management
- BADM 2208 Supervision and Leadership
- BADM 2215 Gender and Diversity
- BADM 2220 Human Resource Management
- BADM 2222 Business Finance
- BADM 2251 Business Law I: The Legal Environment
- BADM 2252 Business Law II: The Legal Environment
- BADM 2290 Problems in Business Applications

Computer Information Technology - 455B

Associate of Applied Science Degree

Total Credits: 65

Nature of the Profession: This program focuses on the design of technological information systems, including computing systems, as solutions to business and communications support needs. The program includes instruction in the principles of computer hardware and software components, programming, application support and human interface design.

Related Job Titles: Some related job titles in this field include consultant, desktop support technician, hardware support technician, help desk technician, junior analyst, network administrator, network technician, server administrator, software support technician, technical salesman, technical writer and testing technician.



COURSES		CREDITS
First Semester		
ENGL 1101	English Composition I	3
CSCI 1140	Introduction to Computers I	4
EENG 1105	DC Circuits & Devices	3
ECON 2205	Principles of Microeconomics	3
-----	General Elective	3
Second Semester		
ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3
CSCI 1141	Introduction to Computers II	4
CSCI - - - -	Programming Elective	4
CSCI 1150	Operating Systems	3
Third Semester		
CSCI 2254	Computer Architecture & Design*	4
CSCI 2235	Network Management & Administration	4
-----	Arts & Humanities Elective	3
BADM - - - -	Business Administration Elective	3
PSYC 1110	Principles of Psychology	3
Fourth Semester		
CSCI 2240	System Analysis	3
CSCI 2246	PC Troubleshooting & Repair*	3
CSCI 2234	Server Administration	3
-----	CSCI or EENG Elective	3
COMM 1115	Fundamentals of Effective Speech	3
Program Total		65

Students can substitute CSCI 2280 – Co-Op (Technical Support) for the fourth semester computer science or electrical engineering elective. To apply for the co-op program, contact Josh Montgomery at jmontgomery@scc.edu to schedule an interview.

Programming Electives can be any of the following courses:

CSCI 1171 - Java
 CSCI 2260 - C Programming
 CSCI 2203 - Visual Basic
 CSCI 2205 - Mobile Device Programming
 EENG 2205 - Digital Electronics
 EENG 2255 - Digital Communication

Cyber Security and Forensics - 455D

Associate of Applied Science Degree

Total Credits: 62

Nature of the Profession: This program focuses on the protection and risk management techniques in the realm of cyber security technologies. Topics include network and software security, risk management, protection mechanisms, business continuity planning, ethical hacking, disaster recovery, and information systems.

Program Highlights

- Learn advanced IT curriculum from industry-experienced faculty.
- Prepare to earn industry level certifications valued by employers.
- Gain hands-on experience through labs and internship opportunities.

Related Job Titles: Some related job titles in this field include computer systems analyst, computer technician, consultant, information systems security administrator, network administrator, network technician, security management specialist, server administrator, software support technician and intelligence analyst.

Earn Industry Certifications

In this program students will have the opportunity to achieve multiple industry level certifications. Our curriculum aligns with the certification content. Below is a list of the different certifications that students can obtain as they move through the program.

CompTIA A+ Certification

CompTIA Network+ Certification

CompTIA Security+ Certification

COURSES

First Semester

ECON 2205	Principles of Microeconomics	3
ENGL 1101	English Composition I	3
CSCI 1140	Introduction to Computers I	4
CYBR 1101	Database Security	3
-----	Arts & Humanities or Science Elective	3

Second Semester

CSCI 1150	Operating Systems	3
CSCI 1141	Introduction to Computers II	4
CYBR 1115	Introduction to Computer Forensics and Cyber Crime	3
MATH 1124	Finite Math	3
ENGL 2205	Technical Report Writing	3

Third Semester

CYBR 2215	Advanced Computer Forensics and Cyber Crime	4
CSCI 2235	Network Management & Administration	4
PSYC 1110	Principles of Psychology	3
CYBR 2205	Terrorism and Homeland Security	3
CSCI 2246	PC Troubleshooting and Repair	3

Fourth Semester

COMM 1115	Fundamentals of Effective Speech	3
CSCI 2234	Server Administration	3
CYBR 2210	CompTIA Security+	4
CSCI 2240	Systems Analysis	3

Program Total

66

Computer Assisted Design Major - 460C

Associate of Applied Science Degree

Total Credits: 73

Nature of the Profession: Designers 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, with consideration given to tooling and manufacturing.

Related Job Titles: Job titles related to computer assisted design include Architect, Engineering Technician, Landscape Architect, Surveyor, and all product design and manufacturing technicians.



COURSES CREDITS

First Semester

ENDS 1100	Intro to Engineering Technology	2
ENGL 1101	English Composition I	3
PHYS 1117	Applied Physics I: Mechanics	3
MATH 1120	Technical Mathematics	3
ENDS 1142	Engineering Drawing II	3
ENDS 1145	Computer Applications in Engineering	3

Second Semester

ENDS 1143	Introduction to Product Design	3
PHYS 1115	Applied Physics II: Heat, Light, Sound	3
CSCI 2260	C Programming	4
ENGL 2205	Technical Report Writing	3
COMM 1115	Fundamentals of Effective Speech	3

Summer Semester (between years one and two)

ENDS 2219	Tool Design & Manufacturing	3
ENDS 2260	Introduction to Surveying	3
PHYS 1121	Electricity & Magnetism	3
-----	General Elective	3

Third Semester

ENDS 2230	Computer Graphics I	3
ENDS 2201	Engineering Mechanics: Statics	3
ENDS 2233	Computer Aided Manufacturing	3
ENDS 2205	Hydraulics & Pneumatics	3
ENDS 2235	Technical Drawing	3

Fourth Semester

ENDS 2231	Computer Graphics II	4
ENDS 2203	Strength of Materials	3
ENDS 2202	Dynamics	3
ENDS 2299	Design Research Project	3

Program Total **73**

Electrical/Electronics Technology - 470

Associate of Applied Science Degree

Total Credits: 66

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 Semester

ENDS 1100	Intro to Engineering Technology	2
ENGL 1101	English Composition I	3
PHYS 1117	Applied Physics I: Mechanics	3
MATH 1120	Technical Mathematics	3
ENDS 1145	Computer Applications in Engineering	3
EENG 1105	DC Circuits & Devices	3

Second Semester

PHYS 1115	Applied Physics II: Heat, Light, Sound	3
PSYC 1110	Principles of Psychology	3
CSCI 2260	C Programming	4
EENG 2205	Digital Electronics I	4
EENG 1115	AC Circuits & Devices	3

Third Semester

EENG 1185	Electrical Machinery	3
EENG 2285	Manufacturing Control Systems	3
ENDS 1141	Engineering Drawing I	3
EENG 2254	Computer Architecture & Design	4
COMM 1115	Fundamentals of Effective Speech	3

Fourth Semester

EENG 2299	Research Project	3
EENG 2255	Digital Communications	3
EENG 2215	Analog Circuits & Devices	4
ENGL 2205	Technical Report Writing	3
.....	General Elective	3

Program Total **66**

**Electives to be approved by advisor.

Electromechanical Engineering Major - 470A

Associate of Applied Science Degree

Total Credits: 71

Nature of the Profession: Electromechanical engineers 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.



COURSES		CREDITS
First Semester		
ENDS 1100	Introduction to Engineering	2
ENGL 1101	English Composition I	3
PHYS 1117	Applied Physics I - Mechanics	3
MATH 1120	Technical Math	3
ENDS 1142	Engineering Drawing II	3
EENG 1105	DC Circuits & Devices	3
Second Semester		
ENDS 1143	Introduction to Product Design	3
PHYS 1115	Applied Physics II - Heat, Light, Sound	3
CSCI 2260	C Programming	4
EENG 2205	Digital Electronics I	4
EENG 1115	AC Circuits & Devices	3
Third Semester		
ENDS 2230	Computer Graphics I	3
EENG 1185	Electrical Machinery	3
EENG 2285	Manufacturing Control Systems	3
ENDS 2205	Hydraulics & Pneumatics	3
EENG 2215	Analog Circuits & Devices	4
ENDS 2201	Engineering Mechanics: Statics	3
Fourth Semester		
EENG 2268	Power Generation	3
ENDS 2203	Strength of Materials	3
ENDS 2202	Dynamics	3
ENGL 2205	Technical Report Writing	3
COMM 1115	Fundamentals of Effective Speech	3
-----	General Elective (Humanities or Social Sciences)	3
Program Total		71

Electronic Information Systems Major - 470F

Associate of Applied Science Degree

Total Credits: 67

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 Semester

ENDS 1100	Intro to Engineering Technology	2
ENGL 1101	English Composition I	3
PHYS 1117	Applied Physics I - Mechanics	3
MATH 1120	Technical Mathematics	3
EENG 1150	Operating Systems	3
EENG 1105	DC Circuits & Devices	3

Second Semester

PSYC 1110	Principles of Psychology	3
CSCI 2260	C Programming	4
PHYS 1115	Applied Physics II - Heat, Light, Sound	3
EENG 2205	Digital Electronics	4
EENG 1115	AC Circuits & Devices	3

Third Semester

CSCI 2235	Network Management & Administration	4
ENGL 2205	Technical Report Writing	3
ENDS 1141	Engineering Drawing I	3
EENG 2254	Computer Architecture & Design	4
CSCI 2246	PC Troubleshooting & Repair	3

Fourth Semester

EENG 2255	Digital Communications	3
EENG 2299	Research Project	3
EENG 2215	Analog Circuits & Devices	4
COMM 1115	Fundamentals of Effective Speech	3
.....	General Elective	3

Program Total	67
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**Consult your advisor for choice of general electives.

Aviation Maintenance - 470G

Associate of Applied Science Degree

Total Credits: 116

Nature of the Profession: Aviation mechanics repair and perform scheduled maintenance on airplanes and helicopters. They inspect aircraft as required by the federal Aviation Administration (FAA).

Related Job Titles: Job titles relating to Aviation Maintenance include aviation maintenance technician, aviation mechanic, sales and service technician, and FAA certified repairman.



COURSES		CREDITS
First Semester		
AVIT 1111	Aircraft Operations & Preservation	5
AVIT 1112	Basic Aircraft Electricity	5
AVIT 1113	Aircraft Materials, Processes, & Fluid Lines	5
ENGL 1101	English Composition	3
Second Semester		
AVIT 1121	Aircraft Maintenance Publications & Regulations	3
AVIT 2221	Aircraft Metallic Structures	6
AVIT 2222	Aircraft Fuel Systems	2
MATH 1120	Technical Mathematics	3
PHYS 1117	Applied Physics I - Mechanics	3
Third Semester		
AVIT 2231	Aircraft Non-Metallic Structures	5
AVIT 2232	Airframe Electrical Systems	5
AVIT 2233	Aircraft Landing Gear & Fluid Power	5
ENDS 1142	Engineering Drawing II	3
PHYS 1115	Applied Physics II - Heat, Light, Sound	3
Fourth Semester		
AVIT 2241	Aircraft Instrumentation, Navigation, & Communication	4
AVIT 2242	Aircraft Atmospheric & Protection Systems	3
AVIT 2243	Aircraft Assembly & Rigging	4
AVIT 2244	Airframe Inspection	3
ENDS 2230	Computer Graphics	3
PHIL 1107	Ethics	3
Fifth Semester		
AVIT 2351	Aircraft Reciprocating Engines I	6
AVIT 2352	Aircraft Reciprocating Engines II	6
AVIT 2353	Aircraft Fuel Metering	5
ENGL 2205	Technical Report Writing	3
Sixth Semester		
AVIT 2361	Aircraft Turbine Engines I	6
AVIT 2362	Aircraft Turbine Engines II	6
AVIT 2363	Aircraft Propellers & Cooling Systems	5
AVIT 2364	Aircraft Powerplant Inspections	3
Program Total		116

Heating, Ventilation and Air Conditioning Technology - 470H

Associate of Applied Science Degree

Total Credits: 69

Nature of the Profession: Individuals with certification in Heating, Ventilating, Air Conditioning and Refrigeration maintain the complex HVAC systems used in residential, light industrial and commercial buildings. HVAC technicians install, maintain, repair and inspect heating, air conditioning and refrigeration systems. Trained technicians have job stability and high earning potential. HVAC technicians must use the principles and theories of technical math, mechanical drawing, applied physics and chemistry, electronics, blueprint reading and computer applications and they should also be in good physical condition.

Related Job Titles: Areas of employment and or advancement include HVAC Technician or specialist, building superintendents, system test and balance specialist, cost estimators, HVAC manager/ supervisory position, sales and or marketing jobs within the HVAC field.



COURSES CREDITS

First Semester

ENDS 1100	Intro to Engineering Technology	2
MATH 1141	College Algebra	3
COMM 1110	Interpersonal Communication	3
HVAC 1100	Principles in HVAC I	3
HVAC 1120	Principles in HVAC II	3
HVAC 1125	Sheet Metal I	3

Second Semester

ENGL 1101	English Composition	3
PHYS 1115	Applied Physics II - Heat, Light, Sound	3
ENDS 1110	Blueprint Reading	2
ENDS 1145	Computer Applications for Engineering	3
HVAC 1135	Building Materials & Construction	3
HVAC 1150	HVAC Field Installation Techniques/Procedures	4

Third Semester

HVAC 2210	Pipefitting Principles & Applications	4
HVAC 2220	HVAC Design & Application	4
HVAC 2230	Heating Operation/Troubleshooting	3
HVAC 2250	HVAC Electrical Systems	3
-----	Online Social Science Elective	3

Fourth Semester

HVAC 2225	Sheet Metal II	3
HVAC 2240	Cooling Operation/Troubleshooting	3
HVAC 2251	Advanced HVAC Electrical Application	3
ENGL 2205	Technical Report Writing	3
-----	Technical Elective	3
-----	Technical Elective	3

Program Total 69

Early Childhood Education - 485

Associate of Applied Science Degree

Total Credits: 67

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 Semester		
EDUC 1101	Introduction to Education	3
EDUC 1140	Introduction to Early Childhood Dev. & Education	3
EDUC 1145	Observation/Assessment of Children	2
EDUC 2234	Technology in Education	3
PSYC 1110	Principles of Psychology	3
ENGL 1101	English Composition I	3
Second Semester		
EDUC 2243	Individuals w/Exceptionalities	3
PSYC 2241	Educational Psychology	3
EDUC 2219	Infant/Toddler Care and Education	3
EDUC 2230	Children's Literature with Reading Approaches	3
ENGL 1102	English Composition II	3
PSYC 2207	Human Growth & Development	3
Third Semester		
EDUC 1163	Social Studies for the Young Child	2
EDUC 2217	Science & Math Experiences for the Young Child	2
EDUC 2215	Health/Physical Education for Children	2
.....	Arts & Humanities Elective	3
EDUC 1110	Art/Music for the Young Child	3
HPER 1161	First Aid	2
EDUC 2210	Administration of Early Childhood Education	2
Fourth Semester		
EDUC 2228	Families, Communities, and Schools	3
COMM 1115	Fundamentals of Effective Speech	3
EDUC 2240	Early Childhood Practicum	2
EDUC 2241	Early Childhood Seminar	2
MATH 1115	Math for the Business & Social Sciences	3
SOCI 1150	Marriage & Family	3
Program Total		67

Paraprofessional Education - 486

Associate of Applied Science Degree

Total Credits: 70

Nature of Work: Paraprofessionals work in schools and districts throughout Ohio and serve a critical role in supporting the delivery of high quality instruction for all children (from preschool through grade 12), especially those students considered at risk. Today's paraprofessionals (which may also be known as instructional assistants, special education aides, teaching assistants, or teaching/classroom aides) work alongside a professional under the direction of licensed teachers, as part of instructional teams, to support individual students and small groups of students to access and progress through challenging curricula aligned with Ohio's academic content and common core state standards.

General duties associated with a paraprofessional educator include the following:

- Assisting teachers in the classroom
- Supervising students outside of the classroom
- Providing administrative support for teaching
- Helping students understand and complete assignments
- Working with students who have special needs
- Performing clerical work for teachers as needed



COURSES		CREDITS
First Semester		
EDUC 1101	Introduction to Education	3
EDUC 2234	Technology in Education	3
ENGL 1101	English Composition I	3
PSYC 1110	Introduction to Psychology	3
SOCI 1170	Introduction to Sociology I	3
EDUC 1145	Observation/Assessment of Children	2
Second Semester		
EDUC 1102	Foundations of Education	3
EDUC 1118	Guiding Children's Behavior & Learning	3
ENGL 1102	English Composition II	3
MATH 1118	Intermediate Algebra	3
EDUC 2243	Individuals w/Exceptionalities	3
PSYC 2207	Human Growth & Development	3
Third Semester		
EDUC 2220	Foundation of Literacy	3
PHYS 1101	Introduction to Physical Science	3
PSYC 2241	Educational Psychology	3
EDUC 2260	Teaching in a Diverse Society	3
MATH 1124	Finite Math OR	
MATH 1141	College Algebra	3
FNAR 1104	Introduction to the Arts	3
Fourth Semester		
EDUC 2228	Families, Communities, and Schools	3
COMM 1115	Fundamentals of Effective Speech	3
EDUC 2225	Paraprofessional Seminar	2
EDUC 2224	Paraprofessional Practicum	2
EDUC 2230	Children's Literature with Reading Approaches OR	
EDUC 2238	Young Adult Literature	3
BIOL 1125	Environmental Science	4
Program Total		70

Medical Assisting - 492

Associate of Applied Science Degree

Total Credits: 63

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: This program is designed to be completed in 4 semesters if a full time student. The Southern State Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education review Board (MAERB) Commission on Accreditation of Allied health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350 (www.caashep.org) The Program has been placed on Probationary Accreditation as of September 20, 2013. Graduates are eligible to earn the Certified Medical Assistant (CMA) credential through the American Association of Medical Assistants (AAMA) certification exam. All courses with the prefix of MAST and ALTH must be completed with a grade of "B" or better.

Application Process: To be considered for the Medical Assisting program, the Medical Assisting application and required documentation must be received in the Medical Assisting/Allied Health office by the appropriate deadline date. Priority will be given to those individuals with completion of all documentation. It is the responsibility of the student to be sure the required information is submitted to the Medical Assisting/Allied Health office. Completion of minimum requirements does not guarantee a placement.

- In addition to the SSCC application, complete the Medical Assisting/Allied Health Program Application available online. An appointment must be scheduled with the MAST/ALTH Program Director to deliver the completed Medical Assisting/Allied Health Program Application for consideration. It is the responsibility of the student to personally submitted, and ensure, all required information is to the Medical Assisting/Allied Health office during the appointment.

- High School graduate or GED certificate recipient College Transcripts.

- **Knowledge of prerequisites is expected. Refer to this catalog for any additional requirements of program courses.

Health Requirements: After program application acceptance but before practicum participation, a complete medical examination using required forms is required within the six months preceding entrance to the clinical practicum 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 Immunizations/Tests:

- 1) Negative 2-step TB Test (Skin or Chest X-ray); 2) Document MMR immunity by titer or vaccine; 3) Document Varicella immunity or vaccine; 4) Document Tetanus; 5) Document Flu immunization; 6) Hepatitis B (3-dose vaccination series)

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 practicum experience until ALL health and GPA 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: It is important for prospective Medical Assisting students 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). A student in any 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; 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 Semester

BIOL 1104	Human Biology I	4
ENGL 1101	English Composition I	3
MAST 1101	Introduction to Medical Assisting and Procedures	2
MAST 1111	Administrative Office Procedures	3
MAST 1115	Medical Terminology I	2
OFIT 1106	Keyboarding Techniques I	3

Second Semester

ALTH 1160	Electronic Health Records	2
BIOL 1105	Human Biology II	4
ENGL 1102	English Composition II	3
MAST 1118	Human Diseases	2
MAST 1126	Clinical Practicum I	1
MAST 2212	Medical Transcription	3

Third Semester

MAST 2215	Medical Laboratory Techniques	3
MAST 2218	Medical Billing & Coding I	2
MAST 2225	Clinical Practicum I	1
MAST 2240	Clinical Procedures	3
MATH 1135	Allied Health Mathematics	3
PSYC 1110	Principles of Psychology	3

Fourth Semester

MAST 2205	Medical Law & Ethics	2
MAST 2219	Medical Billing & Coding II	3
MAST 2220	Emergency Medical Procedures	3
MAST 2226	Clinical Practicum III	1
MAST 2230	Pharmacology	2
MAST 2297	Medical Assisting Review	2
PSYC 1111	Life Span & Human Development	3

Program Total

63

It is strongly recommended for students within Medical Assisting to meet with an advisor within the program every semester 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: 35

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.

Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.



COURSES		CREDITS
First Semester		
MAST 1115	Medical Terminology	2
MATH 1117	Elementary Algebra	3
MAST 2212	Medical Transcription I	3
BIOL 1104	Human Biology I	4
ENGL 1101	English Composition I	3
OFIT 1106	Keyboarding Techniques I	3
Second Semester		
MAST 1118	Human Diseases	2
MAST 1130	Pharmacology I	2
ALTH 2250	Adv. Medical Terminology & Transcription	2
ALTH 2260	Medical Transcription Capstone 2	2
MAST 2205	Medical Law & Ethics	2
BIOL 1105	Human Biology II	4
ENGL 1102	English Composition II	3
Program Total		35

Phlebotomy - 492B

Certificate Program

Total Credits: 33

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: After acceptance but before practicum participation, a complete medical examination using required forms is required within the six months preceding entrance to the clinical practicum courses of the Phlebotomy 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 Immunizations/Tests: 1) Negative 2-step TB Test (Skin or Chest X-Ray); 2) Document MMR immunity or vaccine; 3) Document Varicella immunity or vaccine; 4) Document Tetanus; 5) Document Flu immunization; 6) Hepatitis B (3-dose vaccination series)

Students may not attend practicum experience until ALL health and GPA requirements are met and on file in the Department of Medical Assisting and Allied Health, background check is complete, and proof of insurance shown.

General Practicum Requirements

Background checks: It is important for prospective Allied Health students 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). 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; 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 Semester		
ALTH 1101	Introduction to Allied Health	2
MAST 1115	Medical Terminology I	2
MATH 1117	Elementary Algebra	3
BIOL 1104	Human Biology I	4
ENGL 1101	English Composition I	3
CSCI 1101	Computer Keyboarding	1
Second Semester		
MAST 1118	Human Diseases	2
MAST 2205	Medical Law & Ethics	2
BIOL 1105	Human Biology II	4
MAST 2220	Emergency Medical Procedures	3
ALTH 2201	Phlebotomy Technology	3
MATH 1135	Allied Health Mathematics	3
ALTH 2225	Phlebotomy Practicum (120 hrs)	1
Program Total		33

Application Process: To be considered for the Phlebotomy program, the application and required documentation must be received in the Medical Assisting/Allied Health office by the appropriate deadline date. Priority will be given to those individuals with completion of all documentation. It is the responsibility of the student to be sure the required information is submitted to the Medical Assisting/Allied Health office. Completion of minimum requirements does not guarantee a placement.

- Completed Medical Assisting/Allied Health Application and SSCC application. Schedule a meeting with the Program Director.
- High School graduate or GED certificate recipient College Transcripts.
- **Knowledge of prerequisites is expected. Refer to this catalog for any additional requirements of above courses.

Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.

Pharmacy Technician - 492C

Certificate Program

Total Credits: 31

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: After acceptance but before practicum participation, a complete medical examination using required forms is required within the six months preceding entrance to the clinical practicum courses of the Phlebotomy 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 Immunizations/Tests: 1) Negative 2-step TB Test (Skin or Chest X-Ray); 2) Document MMR immunity or vaccine; 3) Document Varicella immunity or vaccine; 4) Document Tetanus; 5) Document Flu immunization; 6) Hepatitis B (3-dose vaccination series). Students may not attend practicum experience until ALL health and GPA requirements are met and on file in the Department of Medical Assisting and Allied Health, background check is complete, and proof of insurance shown.

General Practicum Requirements Background checks - It is important for prospective Allied Health students 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). 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; 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 Semester		
ALTH 1101	Introduction to Allied Health	2
MAST 1115	Medical Terminology I	2
ALTH 1121	Introduction to Pharmacy Technician	2
BIOL 1104	Human Biology I	4
ENGL 1101	English Composition I	3
CSCI 1101	Computer Keyboarding	1
Second Semester		
MAST 1118	Human Diseases	2
MAST 2205	Medical Law & Ethics	2
BIOL 1105	Human Biology II	4
MAST 2220	Emergency Medical Procedures	3
MATH 1135	Allied Health Mathematics	3
ALTH 1122	Pharmacy Technician II	2
ALTH 1125	Pharmacy Practicum (B-Term) 60 hours	1
Program Total		31

Application Process: To be considered for the Pharmacy Tech program, the application and required documentation must be received in the Medical Assisting/Allied Health office by the appropriate deadline date. Priority will be given to those individuals with completion of all documentation. It is the responsibility of the student to be sure the required information is submitted to the Medical Assisting/Allied Health office. Completion of minimum requirements does not guarantee a placement.

- Completed Medical Assisting/Allied Health Application and SSCC application. Schedule a meeting with the Program Director.
- High School graduate or GED certificate recipient College Transcripts.
- **Knowledge of prerequisites is expected. Refer to this catalog for any additional requirements of above courses.

Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.

Billing and Coding Specialist - 492D

Certificate Program

Total Credits: 35

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.

Gainful Employment Program Disclosure

This Title-IV-eligible certificate is subject to the US Department of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.



COURSES		CREDITS
First Semester		
MAST 1115	Medical Terminology I	2
MAST 2218	Medical Billing & Coding I	2
MATH 1117	Elementary Algebra	3
MAST 1111	Administrative Office Procedures	3
BIOL 1104	Human Biology I	4
OFIT 1106	Keyboarding Techniques I	3
Second Semester		
MAST 1118	Human Diseases	2
MAST 2209	Computer Applications for the Medical Office OR	
ALTH 1160	Electronic Health Records	2
MAST 2205	Medical Law & Ethics	2
BIOL 1105	Human Biology II	4
ENGL 1101	English Composition I	3
ALTH 2230	Med Billing & Coding III and Capstone Review	2
MAST 2219	Medical Billing & Coding II	3
Program Total		35

Criminal Justice - 496

Associate of Applied Science Degree

Total Credits: 69

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 Semester		
PSYC 1110	Principles of Psychology	3
ENGL 1101	English Composition I	3
PSCI 1104	American Government - American Democracy I	3
CJUS 1101	Introduction to Criminal Justice	3
CJUS 1115	Interpersonal Communication	2
CJUS 2220	Restorative Justice	2
Second Semester		
MATH 1124	Finite Math or higher	3
ENGL 1102	English Composition II	3
PSCI 1105	American Government - American Democracy II	3
SOCI 1170	Introduction to Sociology	4
CJUS 2230	Critical Incident Management	2
CJUS 2234	Constitutional Criminal Procedures	3
Third Semester		
CJUS 2236	Current Issues in Criminal Justice	3
CJUS 2201	Criminology & Victimology	3
CJUS 2215	Ethics in Criminal Justice	2
CJUS 1125	Criminal Law	3
PHIL 1107	Ethics	3
SOCI 2232	The Criminal Justice System	2
SOCI 2230	Social Problems	2
Fourth Semester		
CJUS 2241	Comparative Criminal Justice Systems	3
CJUS 2240	Correctional Case Management	3
COMM 1115	Fundamentals of Effective Speech	3
SOCI 2231	Juvenile Delinquency	2
HSSR 1105	Survey of Substance Abuse	3
SOCI 1107	Introduction to Diversity	3
Program Total		69

Law Enforcement Major - 496A

Associate of Applied Science Degree

Total Credits: 70

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 Semester		
PSYC 1110	Principles of Psychology	3
ENGL 1101	English Composition I	3
PSCI 1104	American Government - American Democracy I	3
CJUS 1101	Introduction to Criminal Justice	3
CJUS 1108	Introduction to Terrorism	2
Second Semester		
MATH 1124	Finite Math or higher	3
ENGL 1102	English Composition II	3
PSCI 1105	American Government - American Democracy II	3
CJUS 2233	Criminal Investigation	2
CJUS 2234	Constitutional Criminal Procedures	3
Third Semester		
CJUS 2236	Current Issues in Criminal Justice	3
CJUS 2245	Crime Scene Investigation	3
CJUS 2218	Police Administration	3
PHIL 1107	Ethics	3
SOCI 2232	The Criminal Justice System	2
SOCI 2230	Social Problems	2
Fourth Semester		
CJUS 2241	Comparative Criminal Justice Systems	3
CJUS 2235	Law Enforcement Internship	2
SOCI 2231	Juvenile Delinquency	2
CJUS 1102	Basic Law Enforcement I	8
Maymester		
CJUS 1103	Basic Law Enforcement II	8
COMM 1115	Fundamentals of Effective Speech	3
Program Total		70

Assets Protection and Loss Prevention Major - 496B

Associate of Applied Science Degree

Total Credits: 64

Nature of Profession

A security and loss prevention professional seeks answers to protection problems through environmental and situational crime prevention. A proactive approach involving multiple disciplines linking risk analysis, planning, and physical security are used to develop countermeasures to suppress internal and external threats to an organization. A security and loss prevention professional uses a vast array of tools and techniques to protect the organization. A security and loss prevention professional must show good judgment and be able to follow protocol. In an emergency, a security and loss prevention professional must make split-second decisions and take charge of the situation.

Related Job Titles:

Loss Prevention Officer, Private Police Officer, Private or Public Security Officer, Armored Car Guard, Gaming Surveillance Officer, Surveillance Officer, Enforcement Agent, and Private Investigator.

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

First Semester

PSYC 1110	Principles of Psychology	3
ENGL 1101	English Composition I	3
PSCI 1104	American Government - American Democracy I	3
CJUS 1101	Introduction to Criminal Justice	3
CJUS 1108	Introduction to Terrorism	2

Second Semester

MATH 1124	Finite Math or higher	3
ENGL 1102	English Composition II	3
PSCI 1105	American Government - American Democracy II	3
BADM 2208	Supervision & Leadership	4
CJUS 2233	Criminal Investigation	2
CJUS 2234	Constitutional Criminal Procedures	3

Third Semester

CJUS 2236	Current Issues in Criminal Justice	3
CJUS 2245	Crime Scene Investigation	3
CJUS 1105	Asset Protection & Loss Prevention	3
PHIL 1107	Ethics	3
SOCI 2232	The Criminal Justice System	2
SOCI 2230	Social Problems	2

Fourth Semester

CJUS 1104	Private Security Training Course	6
CJUS 2241	Comparative Criminal Justice Systems	3
CJUS 2235	Law Enforcement Internship	2
COMM 1115	Fundamentals of Effective Speech	3
SOCI 2231	Juvenile Delinquency	2

Program Total		64
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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 1104 (Accounting 1104).

Course offerings will be published on the college's website prior to registration each semester. 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 semester 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 1104 Principles of Accounting I 4 credits

An introduction to fundamental financial and computerized accounting concepts, principles, and procedures as they relate to recording transactions, adjusting accounts, preparing financial statements, closing and service concerns, accounting for cash, notes, accounts receivable, inventory, merchandising, fixed assets, accounts payable, liabilities and payroll.

ACCT 1105 Principles of Accounting II 4 credits

Prerequisite: ACCT 1104

This course is a continuation of the introduction to fundamental accounting principles and procedures. Mastery of various costing methods and the organization and operation of corporations are covered. This course also includes an introduction to analyzing and comparing financial statements, departmental and responsibility accounting, manufacturing accounting, cost accounting, job order and tax considerations in business decisions.

ACCT 1115 - Computerized Accounting 4 credits

An introduction to fundamental computerized accounting concepts, principles and procedures as they relate to recording transactions, adjusting accounts, preparing financial statements, accounting for cash, notes, accounts receivable, accounts payable and payroll.

ACCT 2201 Intermediate Accounting I 3 credits

Prerequisites: MATH 1115

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, the balance sheet and statement of changes in financial position, concepts of future present value system, short-term investments and general inventory problems.

ACCT 2202 Intermediate Accounting II 3 credits

Prerequisites: MATH 1115

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 2206 Managerial Cost Accounting 3 credits

Prerequisite: ACCT 1105

The course is a cost and managerial accounting course geared to the concepts of management, fundamental cost reports, order and process costing, by-products and joint product costing, planning and control of factory overhead, and the nature of alternative choice problems, capital investment decisions and methods used in compiling and analyzing data used in the decision making process.

ACCT 2209 Not-for-Profit Accounting 3 credits

Prerequisite: ACCT 1105

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 2210 Tax Accounting 3 credits

This is an introductory course in personal 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 2221 Auditing 3 credits

Prerequisite: ACCT 1105

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, forensic auditing and auditing technique.

ACCT 2299 Seminar 1-6 credits

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

AGRICULTURE - AGRI**AGRI 1101 Agricultural Economics** 3 credits

An introduction to the field of agricultural economics as it relates to production, consumption, marketing, prices, supply and demand, records, and finance.

AGRI 1106 Introduction to Crop Science 4 credits

General principles of field 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. Specific crops include corn, soybeans, wheat, and other crops that have potential in the Midwest.

AGRI 1107 Introduction to Animal Science 3 credits

An introductory course in the selection, breeding, feeding, management, and marketing of beef, sheep, swine, equine, and poultry. Emphasis placed on livestock systems and current production technologies.

AGRI 1114 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 1115 Floral Design 4 credits**Prerequisite: AGRI 1114**

This course familiarizes students with basic design principles as well as the tools, equipment, and plant materials commonly used in floral work. Students will construct elementary arrangements such as round, triangular, oblong, and asymmetrical table pieces, as well as corsages and boutonnieres. Time will also be spent on more complex pieces such as wedding bouquets, large table pieces, contemporary designs, and specialty items.

AGRI 1119 Greenhouse Management 4 credits**Prerequisites: AGRI 1114**

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 1121 Plant Propagation 4 credits**Prerequisite: AGRI 1114**

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 1123 Plant Materials 4 credits**Prerequisite: AGRI 1114**

This course is designed to introduce the student to the identification, use and care of woody and herbaceous ornamental plants used in the landscape industry. Special focus will be placed on identification of species and appropriate uses for each.

AGRI 1126 Livestock Nutrition 3 credits**Prerequisite: AGRI 1107**

A study of fundamental principles of nutrition in farm livestock. Digestive physiology will be introduced. This course includes study of specific nutrients and feedstuffs as related to domestic farm livestock. Feedstuffs will be studied in relation to value added to a ration. Ration formulation will be covered.

AGRI 1129 Vegetable Production 3 credits

General principles and practices of vegetable production are covered. This course will include principles of garden planning, propagation, transplanting, fertilization, pest control, weed management, harvesting and storage. The course also includes a brief overview of produce marketing and organic production practices.

AGRI 1145 Livestock Health 3 credits

The study of diseases, treatment, and prevention of diseases in farm animals. This course will focus on cattle, swine, sheep, horses, and poultry.

AGRI 1151 Agricultural Finance & Credit 2 credits

The analysis of farm money programs. Where, how, and when of agricultural credit. Topics will address the special nature of farm lending in regards to crop and animal production. Will include some discussion of the effects of climate, product marketing and national policy on crop production and funding.

AGRI 1171 Survey of Agriculture 1 credit

A survey of the current topics in the fields of agricultural production, research and product development.

AGRI 1173 Principles of Agricultural Marketing 4 credits

The study of marketing as it relates to agriculture and its products, as well as a study of the Futures Market as it relates to the marketing of agricultural products.

AGRI 1199 Seminar 1–6 credits
Discussion of particular issues in areas of special interest. May include topics in areas of animal science, crop production, ag business or horticulture.

AGRI 2200 Agricultural Field Experience 1–9 credits
(Field Experience)

Prerequisite: sophomore standing

Agricultural field experience is a paid (or unpaid) work activity which relates to an individual student's occupational (or learning) objectives, and which can be taken in lieu of elective courses in the student's 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 their supervisor at least once during the semester, and assign the course grade to the student after appropriate consultation with the employer/supervisor.

AGRI 2207 Forages 3 credits

A study of forage crops, integrated harvesting systems, and forage land management for agricultural production. Includes forage identification, establishment and maintenance, measurement and forage productivity evaluation. A brief presentation of grazing systems and animal-plant interactions will be included.

AGRI 2208 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 2217 Landscape Maintenance 4 credits

Prerequisites: AGRI 1114 and AGRI 2208

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 2218 Landscape Design 3 credits

Prerequisite: AGRI 1114

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 2228 Soil Fertility & Fertilizers 3 credits

Prerequisite: AGRI 2208

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 2232 Weed Control & Management 4 credits

An introduction to the biology and control of weeds in agronomic, horticultural and turf grass situations. Discussions of weed history and weed morphology are included. Weed identification is also an important component of this course.

AGRI 2238 Pesticides & Pesticide Usage 3 credits

Various aspects of pesticide chemistry and use will be explored. Topics include the overall importance and use patterns of pesticides, classification of mode of action of pesticide active ingredients, application techniques, equipment, and calculations, and alternatives to pesticide usage. Environmental impact and historical use of pesticides will also be addressed.

AGRI 2239 Field Research Techniques 3 credits

Prerequisite: sophomore standing

This course will cover the basics of field research in agriculture (including plants and animals) and the fundamentals of experimental design and interpretation of data. Both manual and computer analysis of data will be presented. Embedded in the course will be a selected research project from design to implementation to data analysis and final report writing.

AGRI 2240 Beef Cattle Management 3 credits

Prerequisite: AGRI 1107

This course will cover the basic scientific principles of nutrition, genetics, physiology, and marketing in the production of beef cattle.

AGRI 2241 Equine Science 3 credits

Prerequisite: AGRI 1107

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 2242 Swine Management 4 credits

Prerequisite: AGRI 1107

This course will cover the basic scientific principles of nutrition, genetics, physiology, and marketing in the production of swine.

AGRI 2247 Applied Entomology 3 credits

An overview to the structure, physiology, classification and control of economically important insects. This course will focus on the specific insects that interfere with agricultural production, including row crops, vegetables, forages, horticultural plants, and livestock.

AGRI 2262 Agricultural Machinery & Maintenance 3 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, downtime, and improve operating efficiency.

AGRI 2299 Research Project 3 credits

Prerequisite: Completion of core courses in Agriculture Production program

A supervised research project tailored to the individual needs and learning objectives of the student.

ALLIED HEALTH - ALTH

ALTH 1101 Introduction to Allied Health 2 credits

Prerequisite: Acceptance into Allied Health

Corequisite: MAST 1115

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 1105 Success for Allied Health Professionals 2 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 1110 Basic Principles of Nutrition 2 credits

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 health related courses.

ALTH 1121 Introduction to Pharmacy Technician 2 credits

Prerequisite: Acceptance into Pharmacy Technician program

This is an introductory course designed to introduce students to the scope of pharmacy practice including the history of medicine, ethical and legal aspects of drug dispensing, the role of pharmacy technicians, pharmacy terminology and dosage calculations.

ALTH 1122 Pharmacy Technician II 2 credits

Prerequisites: ALTH 1121

This course continues emphasis on the foundation material needed for the scope of pharmacy practice including 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. 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 1125 Pharmacy Practicum 1 credit

Prerequisite: ALTH 1121

Corequisite: ALTH 1122

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 pharmacy setting.

ALTH 1160 Electronic Health Records 2 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 Medicin 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 1199 Seminar 1-6 credits

Discussion of particular problems related to chosen program and areas of interest.

ALTH 2201 Phlebotomy Technology 3 credits

Prerequisite: Acceptance into Pharmacy Technician Program

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 2225 Phlebotomy Practicum *1 credit*

Prerequisite: Acceptance into Pharmacy Technician Program

Corequisite: ALTH 2201

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 2230 Medical Billing & Coding III and Capstone *2 credits*

Prerequisite: Acceptance in Billing and Coding Specialist program

Corequisite: MAST 2219 (2nd term)

This course continues emphasis on CPT and ICD-9 coding skills, office and insurance collection strategies and introduces hospital billing concepts.

ALTH 2250 Advanced Medical Terminology & Transcription *2 credits*

Prerequisites: MAST 1115 and MAST 2212

Corequisite: ALTH 2260

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.

ALTH 2260 Medical Transcription Capstone *2 credits*

Prerequisites: MAST 1115 and ALTH 2250

This course is an advanced, final semester 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.

AVIATION TECHNOLOGY- AVIT

AVIT 1111 Aircraft Operations and Preservation *5 credits*

In this course the student will learn the proper way to move, receive and launch aircraft which will include taxiing, towing, tugging and marshaling. The student will learn how to service, fuel, oil and various other serviceable items. The student will also learn how to jack aircraft and how to perform weight and balance calculations. This course covers aircraft corrosion and corrosive materials identification and how to protect, clean and preserve aircraft.

AVIT 1112 Basic Aircraft Electricity *5 credits*

In this course the student will learn the basis of electron flow. The student will study the relationship between voltage, current and resistance. The student will use the understanding of Ohm's Law and Kirckoff's Law relating to voltage, current and resistance to solve series, parallel and complex electrical circuits. The student will be introduced to battery theory, including lead acid and nickel-cadmium and their use in aircraft. This course will cover direct and alternating currents, wiring, switches, control devices, wiring diagrams, generators, alternators, and motors used on aircraft.

AVIT 1113 Aircraft Materials, Processes & Fluid Lines *5 credits*

This course will introduce the student to the hardware used to build aircraft. The student will use basic hand tools and measuring devices to fabricate rigid and flexible fluid lines. The student will identify appropriate uses for industry standard nondestructive testing including dye penetrant, eddy current, ultrasonic and magnetic particle inspection .

AVIT 1121 Aircraft Maintenance Publications & Regulations *3 credits*

This course will introduce the student to aircraft publications and regulations. The student will become familiar with the use of the aircraft manufacture maintenance and structural repair manuals and illustrated parts catalog. The student will learn basic drawing skills and will learn to read blue prints and wire schematics required to complete aircraft maintenance. The student will investigate the Federal Aviation regulations, Airworthiness Directives and Advisory materials related to aircraft maintenance and paperwork required by the FAA.

AVIT 2221 Aircraft Metallic Structures 6 credits**Prerequisite: AVIT 1113**

This course will introduce the student to aircraft structures and structural repair. The student will become familiar with the materials used in all aspects of aircraft construction. This course is a hands-on course in which the student will learn to identify different aircraft materials and their uses. Students will fabricate aircraft structures using aluminum by forming, bending, install and removing aircraft hardware and fasteners. Students will also investigate welding and inspect welded aircraft structures including soldering, brazing, gas and arc-welding.

AVIT 2222 Aircraft Fuel Systems 2 credits**Prerequisite: AVIT 1113**

This course will introduce the student to aircraft fuels and fuel systems. The student will identify different aircraft fuels, tanks and types of fuel systems used in aircraft. The student will remove, inspect, and install aircraft rigid and bladder type cell tanks. Students will learn the effects that atmospheric conditions have on fuel and how aircraft fuel systems manage these effects.

AVIT 2231 Aircraft Non-Metallic Structures 5 credits**Prerequisite: AVIT 1113**

This course will introduce the student to aircraft fabrics, woods, composites, acrylics, and painting. The students will perform hands-on wet-layup and vacuum bagging on composite structures used in aircraft. Students will inspect, test, fabricate, and repair fiberglass, bonded honeycomb, and fabric panels. Students will learn how to apply paint, trim and letters to aircraft finishes.

AVIT 2232 Airframe Electrical Systems 5 credits**Prerequisite: AVIT 1112**

This course will introduce the student to the components and techniques used in aircraft airframe wiring. The students will learn basic aircraft wiring and installation of wiring components. Students will investigate and understand how to determine wire size, wire load, circuit components, methods of wiring aircraft for 12 volt DC, 24 volt DC and 115 volt AC systems. Students will crimp, splice, and solder using the methods developed for aircraft to inspect, repair, and fabricate aircraft wiring systems.

AVIT 2233 Aircraft Landing Gear & Fluid Power 5 credits**Prerequisite: AVIT 1113**

This course will introduce the student to hydraulic, pneumatic, and landing gear system used in a variety of different types of aircraft. Students will inspect, check, service, and repair aircraft landing gear systems and their component. Student will remove, disassemble,

inspect, and replace hydraulic and pneumatic systems components used in different aircraft systems.

AVIT 2241 Aircraft Instrumentation, Navigation, & Communication 4 credits**Prerequisite: AVIT 1112**

This course will introduce the student to aircraft instrumentation, communication radios, navigation equipment, and position/warning systems. The students will understand how to inspect, check, troubleshoot, and service aircraft flight instrumentations systems both mechanical and electronic. Students will learn about the different types of position and warning systems for landing gear, airspeed, takeoff, landing, brake control, and wheel anti-skid. Students will investigate VHF and HF communication radios, navigation equipment, and GPS used on today's aircraft. In lab students will remove and install flight instrument radio equipment and perform pitot-static system leak checks. Students will test and service stall warning, gear warning, and anti-skid brake systems.

AVIT 2242 Aircraft Atmospheric & Protection Systems 3 credits**Prerequisite: AVIT 1111**

This course will introduce the student to fire protection, ice, rain, and cabin atmosphere control systems. Students will inspect, check, troubleshoot, and service smoke, carbon monoxide, fire detection, and fire extinguishing systems. Students will investigate cabin atmosphere control systems which include heating and air conditioning both vapor cycle and air cycle. Student will inspect, check, troubleshoot, and service aircraft oxygen systems.

AVIT 2243 Aircraft Assembly & Rigging 4 credits**Prerequisite: AVIT 1113**

This course will introduce the student to aircraft assembly and rigging of the wings, tail, and flight controls. Students will disassemble an entire aircraft, removing primary and secondary flight controls, empennage and wing assemblies. Student will balance all primary flight controls. Student will reassemble aircraft and rig aircraft for flight in accordance with the manufacturer's data.

AVIT 2244 Airframe Inspection 3 credits**Prerequisite: AVIT 1121**

This course will introduce the student to the aircraft inspection process and programs. Students will open and inspect an aircraft following the prescribed 100 hr or annual inspection check. Students will write discrepancies found on aircraft on appropriate inspection paperwork. Students will perform necessary repairs to correct the discrepancies on aircraft inspected and return aircraft to an airworthy condition. The inspection process will be performed to conformity and airworthiness standards.

AVIT 2351 Aircraft Reciprocating Engines I 6 credits

Prerequisite: AVIT 1113

This course will introduce the student to theory, operation, construction, overhaul, repair, and assembly of reciprocating aircraft engines. The student will learn how a four stroke five event engine operates and how they are mounted and operated on aircraft. Students will remove and install engines on aircraft. Lab is hands-on where the students will disassemble, inspect, assemble, and troubleshoot four and six cylinder horizontally opposed air-cooled engines. Student will also investigate the operation, construction and overhaul of radial aircraft engines.

AVIT 2352 Aircraft Reciprocating Engines II 6 credits

Prerequisite: AVIT 1113

This course will introduce the student to the ignition, electrical, fire protection, and induction/exhaust used on reciprocating aircraft engines. The students will overhaul aircraft engine magnetos. This will include inspection, servicing, and troubleshooting the ignition and ignition harness. Student will remove, disassemble, inspect, and install starters, generators, alternators, and engine instruments. Students will investigate induction and exhaust systems including superchargers and turbochargers which will involve the servicing and troubleshooting of these systems.

AVIT 2353 Aircraft Fuel Metering 5 credits

Prerequisite: AVIT 1111

This course will introduce the student to aircraft fuel systems used on reciprocating and turbine aircraft engines. Students will inspect, check, service, troubleshoot, and repair float carburetors, pressure carburetors, fuel injection, and turbine fuel control units.

AVIT 2361 Aircraft Turbine Engines I 6 credits

Prerequisite: AVIT 1111

This course will introduce the student to theory, operation, construction, overhaul, repair, and assembly of turbine aircraft engines. The students will learn the different types of turbine engines used in aircraft for flight and auxiliary power. Students will remove and install turbine engines on aircraft. Lab is hands-on where the students will disassemble, inspect, assemble, and troubleshoot axial and centrifugal flow turbine engines.

AVIT 2362 Aircraft Turbine Engines II 6 credits

Prerequisite: AVIT 1113

This course will introduce the student to the ignition, electrical, fire protection and induction/exhaust used on turbine aircraft engines. Students will inspect, service, and troubleshoot the ignition and ignition harness used on turbine engines. Student will remove, disassemble, inspect, and install starters, generators, alternators

and engine instruments. Students will investigate induction and exhaust systems which will involve servicing and troubleshooting.

AVIT 2363 Aircraft Propellers & Cooling Systems 5 credits

Prerequisite: AVIT 2351

This course will introduce the student to aircraft propellers, engine lubrication, and cooling systems. Students will identify and select the proper lubricants used in aircraft engines. Students will inspect, check, service, and troubleshoot engine lubrications and cooling systems. Students will remove, inspect, service, and install aircraft fixed-pitch, constant-speed, feathering propellers, and propeller governing systems. Student will repair aluminum alloy propeller blades in accordance with appropriate manufacturer's data.

AVIT 2364 Aircraft Powerplant Inspection 3 credits

Prerequisites: AVIT 2351 and AVIT 2361

This course will introduce the student to the engine inspection process and programs. Students will open and inspect an engine following the prescribed 100 hr or annual inspection check. Students will write discrepancies found on engines on appropriate inspection paperwork. Students will perform necessary repairs to correct the discrepancies on the engine inspected and return the engine to an airworthy condition. The inspection process will be performed to conformity and airworthiness standards.

BIOLOGY - BIOL

BIOL 1101 Principles of Biology I 5 credits

Prerequisite: high school biology within the last 3 years or BIOL 1104 within the last 3 years

Students will be exposed to modern concepts of the chemical, cellular, bases of life. Topics include: scientific methodology; chemistry of life; structure and function of cells; energy transformations; cellular reproduction; Mendelian genetics; DNA structure, function, replication; and the processes involved in protein synthesis; the influence of genetic material in life systems, human manipulations of DNA, fundamental concepts of the theory of evolution; biological diversity and evolutionary adaptations of organisms; bacteriology; and protists diversity. Laboratory sessions emphasize experimental design and critical thinking. This course is for Associate of Science degree or for pre-professional students wishing to transfer as biology majors.

BIOL 1102 Principles of Biology II 5 credits

Prerequisite: BIOL 1101 and BIOL 1111

The major focus in this course is on the organism through biosphere levels of life. Topics include: diversity of plants, fungi, and animals; plant structure and

function; the biology of animal systems; fundamentals of ecology and the biosphere. Laboratory sessions emphasize experimental design and critical thinking. This course is for Associate of Science degree or for pre-professional students wishing to transfer as biology majors.

BIOL 1104 Human Biology I 4 credits

A 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. Laboratory sessions emphasize and reinforce major concepts covered. For non-science majors.

BIOL 1105 Human Biology II 4 credits**Prerequisite: BIOL 1104**

A continuation of BIOL 1104. Human systems examined include cardiovascular, digestive, respiratory, urinary, skeletal, muscular and immune. The course also includes an examination of the DNA to protein connection and discusses the basics of biotechnology. Laboratory sessions emphasize and reinforce major concepts covered. For non-science majors.

BIOL 1125 Environmental Science 4 credits

This is an introductory course to environmental science. Topics include environmental systems, evolution, biodiversity, population ecology, species interactions and community ecology, human population, soil and agriculture, biodiversity and conservation biology, cities, forests, and parks, geology, minerals, and mining, fresh water, oceans, and coasts. air pollution, global climate change, and nonrenewable and renewable energy sources, waste management. Laboratory exercises will complement the concepts taught in the lecture.

BIOL 1199 Seminar 1-6 credits

This course will be a discussion of particular problems related to chosen program and areas of interest.

BIOL 2205 Anatomy & Physiology I 4 credits**Prerequisite: high school biology within the last 3 years or BIOL 1104 within the last three years**

This course begins with an introduction to the basics of human anatomy and physiology, evolution, human related anatomical terms and reference points. The course is also an examination of simple chemistry, cell and tissue structure and function, and basic metabolic processes including mitosis. The class will begin study of human systems, including the integumentary system, skeletal system, articulations associated with the skeletal system, muscular system, and the nervous system including somatic and special senses. Laboratory exercises are designed to complement topics covered in lecture.

BIOL 2206 Anatomy & Physiology II 4 credits**Prerequisite: BIOL 2205**

Topics cover the structure and function of the human: endocrine system, cardiovascular system including blood, lymphatic system including immunity, digestive system including nutrition, respiratory system, urinary system including fluid balance, 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 2210 Microbiology 4 credits**Prerequisites: BIOL 1101 or BIOL 2205**

This course covers the morphology and physiology of microorganisms and selected human parasites. Topics covered include basic chemistry, cell structure and function, metabolism, genetics, biotechnology, growth and control of microbes, normal human microflora, mechanisms of disease production, transmission of infectious diseases, immune responses, and the action of specific pathogens in the production of human infectious disease. There is also a brief introduction to environmental microbiology and various career options in microbiology. There is also a laboratory component that exposes students to biosafety and the practice of good aseptic technique.

**BUSINESS ADMINISTRATION -
BADM****BADM 2204 Principles of Marketing** 3 credits

An introduction to marketing fundamentals, develop target markets, the marketing mix, and understanding consumer behavior. Included is a study of the structure and 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 2206 History & Principles
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 2208 Supervision and Leadership 4 credits

Student will develop leadership skills, practices, and a personal philosophy of leadership. The course will cover leadership theories and effective methods.

BADM 2213 Personal Finance 3 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, stocks, bonds, mutual funds, credit cards, mortgages, taxes and federal, state and local tax structure. Students will learn about buying (leasing) a new or used motor vehicle, renting or buying a home and how to develop a career search strategy. This course will prepare the student for his or her role as a citizen, a consumer and a productive member of society.

BADM 2215 Gender & Diversity 3 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 2216 Business Ethics 3 credits

This course is an introduction to various ethical topics and situations the office or computer professional may encounter in today’s workplace. Examining ethical dilemmas and essential tools for analyzing them, this course will bring real world, hands-on experience to common ethical dilemmas.

BADM 2220 Human Resources Management 4 credits

An introduction to structure and functions of personnel activity, recruitment and placement, performance appraisal, salary administration, employee benefits, personnel planning, management development, and labor relations.

BADM 2222 Business Finance 3 credits**Prerequisites: ACCT 1105, ECON 2205**

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 2225 Social Media/Marketing 3 credits**Prerequisites: ENGL 1101**

This course is an introductory class into the use and development of social media and marketing. Students will learn the importance of using the social web for media and marketing purposes and learn how to develop news stories and marketing material for the internet and mobile devices.

BADM 2251 Business Law I (The Legal Environment) 3 credits

This course is an introduction to the legal and social environment of business. This course covers ethics, court jurisdiction, dispute resolution, regulation of business, torts, business crimes and international law. This course also covers topics in agency relationships, forms of business organizations, government regulations, employment law, antitrust regulations, and property rights.

BADM 2252 Business Law II (The Formation & Regulation of Business) 3 credits

This course is an introduction to the numerous legal topics including contracts, agreements, contractual capacity, consideration, form of contract, third persons, and genuineness of assent, legality, discharge and breach of contract. This course also covers sales and leases, negotiability, bank/customer relations, secured transactions and bankruptcy.

BADM 2290 Problems in Business Applications 4 credits**Prerequisites: ACCT 2206, BADM 2208, BADM 2252, ECON 2205 or ACCT 2206 BADM 2208, BADM 2252, ECON 2206**

A comprehensive survey course designed to test the student’s mastery of the core courses required for the Associate Degree in Business Management or Accounting. The overall subject matter deals with business planning. The course is a series of projects: market research, case studies in management, a presentation, labor negotiations, a complete business plan, and a comprehensive final. Successful completion of the course requires a portfolio of reports covering the assigned projects.

BADM 2299 Seminar 1-6 credits**Prerequisites: second year in Business Management program and permission of instructor and full-time discipline faculty.**

This course will be a discussion of particular problems related to the student’s chosen program and areas of interest.

BIOTECHNOLOGY - BTNL**BTNL 1110 Introduction to Biotechnology and Laboratory Science** 4 credits**Prerequisites: High School Biology within the last three years, High School Biotechnology, BIOL 104, OR permission of instructor**

An exploration into the fascinating world of modern DNA science and laboratory analysis. The course will provide a lecture and hands-on participation in the application of modern DNA science and laboratory

analysis to forensics, medicine, the environment, food science, agriculture, and the arts.

A background in basic biotechnology and laboratory science will lead to the performance and practice of advanced techniques including analysis of human genes, identification of genetic elements in commercial foods containing genetically modified organisms (GMOs), transformation of an organism with a new DNA element, using antibodies in identification of a foreign protein or organism. Students will perform techniques involved in modern forensic analysis such as a restriction analysis and PCR which are often used on crime scene samples. Students will learn how to read and understand the new molecular genetic data often found in patient diagnoses of cancer and genetic diseases. The breakdown of oil by bacteria will be performed, a technique that is often used to clean the environment in oil spills.

BTNL 2010 Biotechnology and Laboratory Science of Microorganisms 4 credits

Prerequisites: Introduction to Biotechnology, BIOL 2210 or presently taking BIOL 2210

This course explores many fascinating areas of genetic engineering and DNA science. Sterile laboratory technique, the preparation of different types of culture media, transformation, conjugation, and transduction of bacteria will be studied and practiced. Bacteria, bacteriophages, yeast, multicellular fungi, and nematodes will be cultured. Many molecular biotechnology techniques will be performed on microorganisms or using microorganism products. Restriction sites on plasmid DNA and Lambda virus DNA will be mapped. Bacteria will be transformed to make Green Fluorescent Protein (GFP); the Green Fluorescent Protein will be purified and analyzed, Epigenetics and RNA interference will be studied and RNA interference will be examined in the laboratory. The course examines and practices safe handling procedures for chemicals, equipment, and living organisms, especially microorganisms, and the use of personal protective equipment. Regulations of different governmental and advisory agencies will be studied.

BTNL 2210 Biotechnology and Laboratory Science of Agriculture and Aquaculture 4 credits

Prerequisites: Introduction to Biotechnology or BIOL 1101

This course studies and performs many of the fascinating technological applications of biotechnology to agriculture and aquaculture. The origin of the word, biotechnology in 1917 from the writings of Karl Ereky (1878-1952) in the context of agriculture and food science will be examined, and the history of biotechnology and laboratory science as they relate to agriculture will be reviewed. The course will discuss the use of recombinant DNA technology to produce genetically

engineered plants and animals. Recombinant DNA technology will be applied to transfer genes into plants using *Agrobacterium tumefaciens*. PCR will be used to test for and identify the presence of genetically modified organisms (GMOs) in grocery store products. Genetic use restriction technology (GURT) will be evaluated. Biotechnology is used to identify and verify stains and pedigrees. A plant variant will be identified using molecular biological methods. The mammalian immune system will be studied. There will be an examination of the application of principles of immunology to the production of vaccines, medical and veterinary tests, and quality control tests for food purity; a diagnostic immunoblot will be constructed and used. The production of monoclonal antibodies for pharmaceuticals will be investigated. Plant and animal tissue culture will be studied and performed. The purity of agricultural products will be analyzed using Visible Spectrophotometry, UV Spectrophotometry, and NIR Spectrometry.

BTNL 2220 Advanced Biotechnology and Laboratory Science 4 credits

Prerequisites: BTNL 1110, BIOL 2210, and CHEM 1120 OR CHEM 1151

And in-depth look into the application and business of modern biotechnology and laboratory science. Advanced Biotechnology will include an overview of fermentation processes, and identification of different types of bioreactors with an explanation of the use of each type. Useful products will be made with a bioreactor. The products made in the bioreactor will be purified and tested for impurities and contaminants using gas chromatography, NIR spectrometry, UV spectrophotometry and other methods. A research project to sequence a novel genetic segment will be developed. Bioinformatics will be used to investigate sequences in general and sequences related to the research project. Electrophoretic properties of native proteins will be investigated, Model organisms such as *Caenorhabditis elegans*, *Drosophila melanogaster*, Zebrafish, and *Arabidopsis* sp. will be cultured. An important part of this course will be the development of biotechnology and laboratory science equipment and processes from common every day materials to be used by schools and other individuals in the United States and in developing nations.

BTNL 2225 Historical, Ethical, Legal, Social, and Economic Issues of Biotechnology and Laboratory Science 2-4 credits

Prerequisites: BTNL 1110 OR permission from instructor

An examination into the ethical, legal, social, and economic issues raised by the modern world of DNA science. This course will study the history of: scientific investigation, the discovery of DNA, the discovery

of the structure of DNA, biotechnology, and laboratory science. The course will analyze the ethical issues related to genetically modified organisms (GMOs), cloning, scientific research, eugenics, experimentation on humans, preimplantation genetic diagnosis, prenatal testing, general genetic testing, animal care, medical treatment and other issues. Legal issues will be studied and include patents, copyrights and the application of genetic use restriction technology (GURT). Economic issues associated with the stock market and patents will be examined. Biotechnology and laboratory science plays an important role in popular culture. Books, movies, and television shows based on laboratory science and biotechnology will be reviewed. Career skills and workplace ethics will be discussed. Students will prepare a resume and examine opportunities for employment. A trip to Europe to visit sites associated with the discovery of the structure of DNA and other important related places will be an option. Visits to the University of London-Kings College where X-ray crystallographic images of DNA were made by Rosalind Franklin, the Cambridge area and The Eagle Pub where the announcement of the discovery of DNA structure was made, and many important sites associated with molecular biology and the history of science in general will be an option.

CHEMISTRY - CHEM

CHEM 1120 Introduction to Chemistry 5 credits
Prerequisite: MATH 101, MATH 106 or MATH 1106, or 2 years of college preparatory math with minimum grade of "C", or appropriate score on college placement assessment.

An introductory approach designed for non-science majors. Designed especially for those students with no high school chemistry background. A variety of chemistry related topics will be covered with laboratory exercises designed to complement the lecture.

CHEM 1124 Elementary Organic Chemistry 4 credits
Prerequisite: High school chemistry or CHEM 1120.

An introduction to organic chemistry including functional groups and reactions is followed by an investigation of important biochemicals including carbohydrates, proteins, lipids, and enzymes. In addition, nucleic acids and their role in protein synthesis are studied as are neurotransmitters and their role in chemical communication. Desirable for students interested in allied health.

CHEM 1151 First Year Chemistry I 4 credits
Prerequisite: CHEM 1120 or 1 year of high school chemistry & high school algebra or its equivalents
Corequisite: CHEM 1161

A college level chemistry course covering measurement, significant figures, moles, chemical formulas, chemical equations, stoichiometry, acids and bases, oxidation-reduction, thermochemistry, quantum mechanics, atomic orbitals, and bonding theories.

CHEM 1152 First Year Chemistry II 4 credits
Prerequisite: CHEM 1151
Corequisite: CHEM 1162

A continuation of the study of college chemistry covering gases, intermolecular forces of attraction and phase changes, solutions and colligative properties, chemical kinetics, chemical equilibrium, acid-base equilibria, thermodynamics, electrochemistry, and descriptive chemistry.

CHEM 1161 First Year Chemistry Lab I 1 credit
Corequisite: CHEM 1151

Laboratory experiments which support many of the chemical concepts covered in Chemistry 1151. Laboratory techniques and data analysis are emphasized.

CHEM 1162 First Year Chemistry Lab II 1 credit
Prerequisite: CHEM 1151 & CHEM 1161
Corequisite: CHEM 1152

Laboratory experiments which support many of the chemical concepts covered in CHEM 1152. Laboratory techniques and data analysis are emphasized.

CHEM 1199 Seminar 1-6 credits
This course will be a discussion of particular problems related to chosen program and areas of interest.

CHEM 2201 Organic Chemistry I 4 credits
Prerequisite: CHEM 1161 and CHEM 1162
Corequisite: CHEM 2211

This course is designed to give the student extensive background in bonding, nomenclature, and reactions of alkanes, cycloalkanes, alkenes, alkynes, alcohols, alkyl halides, conjugated dienes, allylic systems and arenes. Addition, elimination, nucleophilic substitution, and electrophilic aromatic substitution reactions are covered including their mechanisms. Spectroscopy of organic compounds is introduced.

CHEM 2202 Organic Chemistry II 4 credits
Prerequisite: CHEM 2201
Corequisite: CHEM 2212

This course is designed to give the student extensive background in bonding, nomenclature, and reactions of organometallics, alcohols, 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. The course is also 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 structures, as appropriate, and certain simple properties and reactions from an organic chemical perspective.

CHEM 2211 Organic Chemistry I Lab *1 credit***Prerequisite:** CHEM 1151, CHEM 1152, CHEM 1161 and CHEM 1162**Corequisite:** CHEM 2201

A course designed to give the student hands-on laboratory experience with the concepts of CHEM 2201 and the use of experimental apparatus 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 include molecular modeling of compounds studied in CHEM 2201; basic techniques of recrystallization, melting point and boiling point determination, distillation, extraction, chromatography, and spectroscopy; the S_N2 reaction mechanism; selected addition and elimination reactions of alkenes, alcohols, and alkyl halides; 1,2 and 1,4 additions and Diels-Alder cycloaddition of conjugated dienes; infrared, gas chromatography and uv/visible spectrophotometry.

CHEM 2212 Organic Chemistry II Lab *1 credit***Prerequisites:** CHEM 2201 and CHEM 2211**Corequisite:** CHEM 2202

A course designed to give the student hands-on laboratory experience with the concepts of CHEM 2202 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 CHEM 2202 including Friedel-Crafts, nitration, and other electrophilic substitution reactions of the aromatic ring; oxidation of alcohols; epoxidation of alkenes; preparation and reaction of organometallic compounds; the aldol condensation; and infrared and uv/visible spectrophotometry 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.

COMMUNICATIONS - COMM**COMM 1110 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.

COMM 1115 Fundamentals of Effective Speech *3 credits*

This course encompasses the composition and presentation of speeches. The objective is to help individuals speak effectively to other individuals or groups. The focus will be the study of organization, development, delivery, and purpose of various types of speeches.

COMPUTER SCIENCE - CSCI**CSCI 1101 Computer Keyboarding** *1 credit*

In this course, students will master the computer keyboard by touch for personal use or in preparation for work in a business setting. Students will learn proper keyboarding techniques while keying alphabetic, numeric, and 10-key numeric keypad characters. Students will complete activities online, where drills will facilitate learning the keyboard and developing speed and accuracy.

CSCI 1140 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 computers hardware, software, terminology, history, applications, numbering systems, programming, and storage as they are related to computers and their environment.

CSCI 1141 Introduction to Computers II *4 credits*
Prerequisite: CSCI 1140

This course is an introduction to computers and how they are used in business. The course provides a general understanding of operating systems, networking, computer security, ethics, database management introduction, system analysis, and careers available.

CSCI 1145 Introduction to Multimedia *3 credits*
Prerequisite: CSCI 1140

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 1146 Computer Graphics & Animation 3 credits

Prerequisites: CSCI 1140, CSCI 1141, and CSCI 1145

This course is designed as a continuation of CSCI 1145. Students will continue 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 1147 Web Page Design 3 credits

Prerequisites: CSCI 2263

This course is an introductory course in designing web pages. The student will get instruction and hands on experience in developing web sites using Adobe Dreamweaver and other products.

CSCI 1150 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. Students cannot receive credit for both CSCI 1150 and EENG1150.

CSCI 1160 Introduction to MIS 3 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 1165 Digital Design 3 credits

Students will learn introductory concepts in drawing with the computer, especially as related to the Adobe Photoshop software program. Students will be learning about the differences between bitmap and vector graphics, how to draw with a digitizer and will learn about basic principles of design, color and composition.

CSCI 1171 Java I 4 credits

Prerequisite: CSCI 1140

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 1199 Seminar 1–6 credits

This course is designed to explore more advanced topics with students who are either interested in a particular subject matter or are gearing the education to a specific area of computer science.

CSCI 2203 Visual Basic I 4 credits

Prerequisites: CSCI 1140

This course is designed as an introduction to 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 2205 Mobile Device Programming 4 credits

Prerequisites: CSCI 1140

This course prepares students to develop applications for the Google Android platform. Students will be able to build useful apps with Java and other integrated development environments. Object-oriented programming techniques will be reinforced.

CSCI 2211 Business on the Internet 3 credits

Prerequisites: CSCI 1140 & ENGL 1101

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 ecommerce, 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 ecommerce and ebusiness will be discussed. Among the topics are search engines and search strategy, principles of web page design and use, ecommerce security and software. Anticipated future developments will also be considered.

CSCI 2213 Access (MOS-77-424) 3 credits

Introduction to database software using adopted Microsoft Access release edition to create databases, understand data entry, record-keeping, working with fields, tables, forms, reports, queries, sharing data, and using database tools in preparation for Microsoft Access (MOS) 2013 Exam 77-424

CSCI 2216 Outlook (MOS-77-423) 3 credits

Introduction to using Outlook as a contact management system by managing time, tasks, email, and projects. Includes effective and efficient management of message services including automated and message security, managing schedules, managing contacts and personal contact information, and information organization.

CSCI 2217 PowerPoint (MOS-77-422) 3 credits

Introduction to presentation software using adopted Microsoft PowerPoint release edition for effective, efficient, dynamic presentations with creating of master presentations, templates, slide content, and collaborating and delivering presentations and preparation for MOS Certification.

CSCI 2218 Excel (MOS-77-420) *3 credits*

Introduction to spreadsheet software using adopted Microsoft Excel release edition to create, design, edit, and enhance spreadsheets and workbook, format worksheets and workbooks, work with and understand numerical data entry, basic formulas and functions, design charts, enhance with pictures and logos, secure and share data, in preparation for MOS Certification.

CSCI 2234 Server Administration *3 credits***Prerequisite: CSCI 2235**

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 2235. The course familiarizes the student with server administration and management concepts.

CSCI 2235 Network Management & Administration *4 credits***Prerequisites: CSCI 1140**

This course is designed to introduce concepts in management and administration of local area networks. It familiarizes the student with network topologies, hardware, protocols, standards and methodologies, as well as covering best practices.

CSCI 2240 Systems Analysis *3 credits***Prerequisites: CSCI 1141**

This course introduces the student to the study of systems Analysis. The course covers information systems, equipment requirements, and modeling of new systems. The cases, projects and exercises give the student a wide variety of experiences and options to explore and apply the concepts of system analysis.

CSCI 2242 Database Management *3 credits***Prerequisites: CSCI 1140**

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 2246 PC Troubleshooting & Repair *3 credits***Prerequisites: CSCI 1140 and CSCI 1141**

This course will cover diagnostics, repair and upgrade of computers and peripherals. The course will provide hands-on experience and will familiarize the student with hardware and troubleshooting concepts.

CSCI 2254 Computer Architecture & Design *4 credits***Prerequisites: CSCI 1140 & CSCI 1141**

This is an introductory course into computer architecture. This class will assemble a single board computer with a lecture section before each section to describe how the sections works. Use of Oscilloscope, Digital Logic probe and Millimeter are used to make measurements and troubleshoot each section.

CSCI 2255 Computer Programming Logic *3 credits***Prerequisites: CSCI 1140**

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 2260 C Programming *4 credits***Prerequisite: CSCI 1140**

This course gives a working knowledge of a high level computer language. The student will write programs to solve specific problems using logical structures, industry standardize practices and standard Visual C++ language. Topics covered will include programming techniques, methods, loop structures, sorting, conditional branching, file creation and maintenance.

CSCI 2263 HTML 5 Programming *3 credits***Prerequisites: CSCI 1140 AND CSCI 1141**

Students will learn introductory concepts in building Web sites with HTML coding, adhering to HTML 5 standards. During this course students will learn to code links, list tables, and other Web page elements. Students will demonstrate formatting using CSS and also acquire beginning knowledge in scripting languages.

CSCI 2265 Introduction to Game Development *3 credits***Prerequisites: CSCI 1145 and CSCI 1165**

Students will learn how to plan, design and create games in three different game design engines. Students will learn how to develop ideas, storyboard plots, design characters and interaction, and then assemble all elements into fully functional games and simulations. Students will learn the basics of gaming, simulation, interaction and 3D technologies.

CSCI 2268 Digital Audio & Video *3 credits***Prerequisites: completion of 1st year in Interactive Media & Simulation program.**

This is an introductory course in video and audio production. Students will develop a basic understanding of the processes to record, edit and produce digital audio and video productions. Students should gain an

understanding of hardware, software, idea development, storyboarding, recording, editing and production processes.

CSCI 2280 Co-Op (Technical Support) 2–12 credits

Prerequisites: completion of 1st year in Computer Information Technology program

This co-op will give the student paid or unpaid practical working experience. Each student will be assigned working assignments with the various private/public work sites with agreements with Southern State including Southern State. The student will be assigned repair, helpdesk, and support with hardware and software.

CRIMINAL JUSTICE - CJUS

CJUS 1101 Introduction to the Criminal Justice Profession 3 credits

The first part of this course explores the history, development, philosophy and current status of law enforcement in America. The structure and varying functions of law enforcement officers in the public and private sectors will be discussed. Police discretion, ethics, civil liability and community relations will be evaluated in order to analyze the sociological implications of contemporary policing. The second part of this course will focus on 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 on safety, security, classification and programming.

CJUS 1102 Basic Law Enforcement I 8 credits

This course covers the first 16 weeks of the 26 week Basic Peace Officer Training Academy. CJUS 1102 and CJUS 1103 provide the student with the fundamentals of entry-level peace officer training for employment as a law enforcement officer. The student will learn the technical and social skills needed to perform in the area of law enforcement. There is an increasing demand for better educated law enforcement personnel so the successful student can expect job opportunities as a peace officer. This program is offered in conjunction with the Greenfield Police Department. This is a state certifying academy and is conducted under the guidelines mandated by the Ohio Peace Officer Training Commission and the Ohio Attorney General's Office.

CJUS 1103 Basic Law Enforcement II 8 credits
Prerequisite: CJUS 1102

This course is the last 10 weeks of the 26 week Basic Peace Officer Training Academy. CJUS 1102 and CJUS 1103 provide the student with the fundamentals of entry-level peace officer training for employment as

a law enforcement officer. The student will learn the technical and social skills needed to perform in the area of law enforcement. There is an increasing demand for better educated law enforcement personnel so the successful student can expect job opportunities as a peace officer. This program is offered in conjunction with the Greenfield Police Department. This is a state certifying academy and is conducted under the guidelines mandated by the Ohio Peace Officer Training Commission and the Ohio Attorney General's Office.

CJUS 1104 Private Security Training Course 6 credits

This 157 hour training academy is designed to meet the requirements of the Ohio Revised Code and the Ohio Administrative Code for armed private security officer certification and will address all academic and skill areas of basic private security duties.

CJUS 1105 Asset Protection & Loss Prevention 3 credits

The course focuses on administration and management issues related to corporate security functions, including strategic and operational management, risk management, contract security services, management of emergencies and loss prevention. Students will assess vulnerabilities and recommendations of the 9/11 Commission Report on the terrorist attacks against the United States. Facility protection standards are used to determine appropriate courses of action, from a security management perspective, using threat models and risk assessment concepts. Research is required and application of critical thinking is applied to address external threats and countermeasures. Practical exercises are conducted to apply research findings.

CJUS 1108 Introduction to Terrorism 2 credits

This course covers terrorists activities aimed at achieving radical changes around the world through violence. Topics include the identification of terrorist groups who are willing to kill innocent people by using explosives, weapons and other violent means; and the actions of governments to counter terrorism. Emphasis is placed on how terrorism has affected American security concerns and society in general.

CJUS 1115 Interpersonal Communication 2 credits

This course analyzes the basis of effective communication in corrections and law enforcement by focusing on report writing, interviewing and interpersonal communication skills. Students will learn note-taking techniques and learn how to gather information from an interview/interrogation. Verbal and non-verbal communication methods are explored in addition to the planning, organizing, preparation and editing processes for reports.

CJUS 1125 Criminal Law 3 credits

This course will explore the history, scope and nature of criminal law. This course will analyze the general nature of crime, constitutional limits on crime and general principals of criminal liability. Topics include legal language and machinery, parties to crime, classification of offenses, act and intent, capacity to commit crime and various defenses. Primary emphasis will be on common law and modern statutory criminal codes. Students are provided knowledge of the building blocks of criminal law to include elements of crimes and defenses to criminal charges. The role of the police, criminal courts and attorneys in the administration of the criminal justice system will be discussed in detail. The course will teach the student how to analyze and brief criminal cases and identify and discuss criminal issues. An overview of the criminal justice process and rules of evidence will be provided.

CJUS 1199 Seminar 1-6 credits

This course will be a discussion of particular problems related to the students chosen program and areas of interest.

CJUS 2201 Criminology & Victimology 3 credits
Prerequisite: CJUS 1101

The first part of 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. The second part of 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.

CJUS 2215 Ethics in Criminal Justice 2 credits

This course is an examination of issues of professional and ethical behavior within the criminal justice system. Key issues examined include professional behavior of the individual and the agency. Current topics such as sexual harassment, accreditation and maintenance standards and community relations are also discussed.

CJUS 2218 Police Administration 3 credits
Prerequisite: CJUS 1101, CORR 101 or LENF 101

This course will examine police administration from multiple perspectives; from a systems perspective emphasizing the interrelatedness among units and organizations; from 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.

CJUS 2220 Restorative Justice 2 credits

This course will introduce students to the restorative justice movement in the criminal justice system. The historical background as well as the philosophies and practices resulting from this movement will be explored. Students will learn the significance of victim-offender mediation, community service and other reparation-based practices that seek to not only help heal those victimized by crime but also help reintegrate offenders into and with the community.

CJUS 2230 Critical Incident Management 2 credits

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 on the dynamics and methods involved in hostage negotiations, 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 debriefing.

CJUS 2233 Criminal Investigation 2 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 for its presentation.

CJUS 2234 Constitutional Criminal Procedures 3 credits

The first part of 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. The second part of this course will examine 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.

CJUS 2235 Law Enforcement Internship 2 credits
Prerequisites: CJUS 1101, CORR 101 or LENF 101 and sophomore standing and good academic standing

On-the-job placement, selected by the college or by the student and approved by the college, will provide

the student an opportunity to experience working in a criminal justice agency.

CJUS 2236 Current Issues in Criminal Justice 3 credits

Prerequisite: CJUS 1101, CORR 101 OR LENF 101

The first part of 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 correction, inmate subcultures, female offenders, juvenile offenders, rehabilitations and treatment needs of offenders, correctional privatization and the death penalty. The second part of this course will examine the day-to-day policing and the stress found in both the daily grind and the division and stigmatization of certain branches of a law enforcement agency. Topics will include the dangers of misplaced loyalties, policing priorities and Restorative policing.

CJUS 2240 Correctional Case Management 3 credits

Prerequisite: CJUS 1101

The first part of 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. The second part of this course will examine correctional counseling, treatment and intervention practices from an intuitional and non-intuitional 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.

CJUS 2241 Comparative Criminal Justice Systems 3 credits

Prerequisite: CJUS 1101, CORR 101 or LENF 101

This course examines the differences in criminal justice systems of nation states, sovereignty issues and the impact of international crime on the quality of life and its ability to undermine the rule of law and democratic government.

CJUS 2245 Crime Scene Investigation 3 credits

Prerequisite: CJUS 2233
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.

CYBER SECURITY & FORENSICS - CYBR

CYBR 1101 Database Security 3 credits

To understand the importance of database security by developing the know-how and skills to protect a company's technology infrastructure, intellectual property and future prosperity within organizations.

CYBR 2215 Advanced Computer Forensics and Cyber Crime 4 credits

Prerequisite: CYBER 1115

This course is an introduction into the concepts, terminologies, and terms to skillfully complete a computer investigation from acquiring digital evidence to reporting findings.

CYBR 1115 Introduction to Computer Forensics and Cyber Crime 3 credits

This course is an introduction into the concepts, terminologies, and terms that have been developed to communicate and understand the history of computer forensics and cyber-crime.

CYBR 2205 Terrorism and Homeland Security 3 Credits

This course seeks to examine the history of terrorism and its manifestations in the contemporary world. The course will cover nationalistic terrorism, religious terrorism and domestic and special interest group terrorism. The course concludes with an examination of the political and ethical implications of the "global war on terror," and homeland security.

CYBR 2210 CompTIA Security + 4 credits

Prerequisite: CSCI 1141

This course introduces the concepts and understanding of the field of computer security and how it relates to other areas of information technology. Topics include security threats, hardening systems, securing networks, cryptography and organizational security policies.

ECONOMICS - ECON

ECON 1199 Seminar 1-4 credits

This course will be a discussion of particular problems related to chosen program and areas of interest.

ECON 2205 Principles of Microeconomics 3 credits

The goal of this course is to introduce you to the economic way of thinking and decision making. You will become familiar with the laws of supply and demand,

how you the consumer affect prices and public choices vs. private choices.

ECON 2206 Principles of Macroeconomics 3 credits

This course will cover basic theory of national income analysis. Causes of unemployment and inflation. Monetary and fiscal policies of the federal government.

EDUCATION - EDUC

EDUC 1101 Introduction to Education 3 credits

This introductory course is designed to acquaint students with the field of education. 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, standard-based education, professionalism in education and current curricula. Students will complete a variety of activities including writing reflective essays for inclusion in the student portfolio.

EDUC 1102 Foundations of Education 3 credits

This course is an examination of the relationship between school and society through the lens of current issues in education. A variety of perspectives will be examined, including historical, philosophical, ethical, and legal. Through classroom observations and journal entries, students will develop an understanding what it means to be reflective practitioner. Students will also submit final portfolios for review. A forty-hour field component in public school classroom is required; consequently, students will be required to pass a background check. Observations will be evenly distributed among early childhood, middle school, high school, and special education programs.

EDUC 1110 Art/Music for the Young Child 3 credits

This course is designed to prepare those in early childhood education with basic music and art activities for the young child. An exploration of music and art instructional methods, learning sequences and teaching strategies will be emphasized. Students will actively participate in music and art activities during class time. Eight hours of classroom observation of young children involved in music and/or art are also required.

EDUC 1118 Guiding Children's Behavior & Learning 3 credits

This course is designed to prepare those in education with conceptualizations of adult-child and child-child relationships. Students will be introduced to principles and skills that will allow them as future educators to relate to children in ways that will maximize their potential. The student will observe a total of four hours in an approved early childhood classroom setting.

EDUC 1120 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 four hours in an early childhood classroom setting.

EDUC 1140 Introduction to Early Childhood Development & Education 3 credits

Corequisite: EDUC 1145

Candidates will demonstrate essential understanding of young children's characteristics and needs, knowing and understanding the multiple influences on development and learning, and using developmental knowledge to create healthy, respectful, supportive and challenging learning environments. Candidates will be subject to pass a mandatory background check.

EDUC 1145 Observation/Assessment of Children 2 credits

This course is a study of various methods of observation and assessment techniques that are utilized in an early childhood classroom setting. Students will observe a minimum of four hours in an approved early childhood classroom setting.

EDUC 1163 Social Studies for the Young Child 2 credits

This course is designed to provide students with the natural and social science concepts that are taught in the Early Childhood and Elementary classroom settings as well as the various teaching methodologies for the teaching of these concepts. Students will develop lessons in the content area of social studies and have the opportunity for the evaluation of these lessons. The social studies methods segment of this course will focus on the relevance of history and geography, the study of people, and the interaction of people with others and the world around them. Strategies for engaging and empowering young learners to become active, democratic citizens will also be presented.

EDUC 1199 Seminar 1-3 credits

This course will be a discussion of particular problems related to chosen program and areas of interest.

EDUC 2210 Administration of Early Childhood Programs 2 credits

Prerequisite: EDUC 1140

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 program planning, implementing, leading and managing personnel, financing and budgeting, and establishing policies will

be discussed. A review of current licensing laws as established by the Ohio Department of Job and Family Services will also be included in the course. Four hours in an approved setting is required.

EDUC 2215 Health/Physical Education for Children 2 credits

This course provides a foundation in content and methodology for the teaching of physical education, including movement and health, for children birth through age eight. It focuses on integrating movement, physical activity and physical education in early childhood settings as well as understanding and using developmentally effective practices in teaching. Development of hands-on learning experiences, integration of content area standards, and the impact of new technology are explored.

EDUC 2217 Science & Math Experiences for the Young Child 2 credits

The purpose of this course is to provide early childhood educators guidelines for the direct and indirect techniques of the effective discovery science teacher. It is designed to help teachers discard biases toward science and to build upon science 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.

EDUC 2219 Infant/Toddler Care & Education 3 credits

Prerequisite: EDUC 1140

This course is a study of early development and explores the elements of quality in group care that support strong relationships and positive learning experiences. Responsive and reflective practice in a developmentally appropriate program is emphasized. Ohio's Early Learning and Development Standards will also be presented. The student will observe a total of four hours in an approved infant/toddler program.

EDUC 2220 Foundations of Literacy 3 credits

Prerequisite: EDUC 1101 and ENGL 1101

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. Ten hours of literacy instruction in inclusive settings are also required.

EDUC 2224 Paraprofessional Practicum 2 credits

Prerequisite: sophomore standing

Corequisite: EDUC 2225

This practicum course is designed to provide students with opportunities to apply their skills and knowledge gained in college coursework to inclusive classroom settings. Two separate placements will offer students the opportunity to work with children with special needs of varying ages. Students will maintain a journal and time sheet which is to be submitted weekly to the instructor. Under the guidance of the onsite cooperating teacher, the student will work as a paraeducator for a minimum of 16 hours per week to total 240 hours.

EDUC 2225 Paraprofessional Seminar 2 credits

Prerequisite: minimum GPA 2.5 and sophomore standing

Corequisite: EDUC 2224

This seminar is designed to accompany EDUC 2224. The seminar will provide students with opportunities to share and critique their onsite experiences. Weekly 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 school. Students will analyze theory and practice as it relates to educational paraprofessionals: working in inclusive settings, behavior guidance, roles and responsibilities, teamwork and effective communication and collaboration, resources including assistive technology, professionalism, and supporting students with low incidence disabilities.

EDUC 2228 Families, Communities & Schools 3 credits

This course is a study of parent and community involvement in education using historical, educational, psychological, ethnic-socio diversity, and sociological perspectives.

EDUC 2230 Children's Literature with Reading Approaches 3 credits

Prerequisite: ENGL 1101

This course is an introduction to children's literature with emphasis placed on selection and use of books and activities for children from infancy through age 12. Students will explore the various genres of children's literature with particular attention to award-winning authors and illustrators and their books. Students will be able to identify high quality children's literature in each genre and develop age-appropriate lesson plans. Students will also explore various early literacy instruction techniques and teaching reading through literature.

EDUC 2234 Technology in Education 3 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 2238 Young Adult Literature *3 credits*

Prerequisite: EDUC 1102 and ENGL 1101

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. Students can not receive credit for both ENGL 2238 and EDUC 2238.

EDUC 2240 Early Childhood Practicum *2 credits*

Prerequisite: sophomore standing

Corequisite: EDUC 2241

This course is designed to provide students with opportunities to plan, implement, and evaluate developmentally appropriate lessons and activities in a licensed inclusive early childhood setting. **Students will work onsite under the direct supervision of a qualified cooperating teacher for 16 hours per week for a total of 240 clock hours.** Students will be assigned two sites (120 hours each location) for the semester. Students will also be videotaped and critiqued while teaching young children.

EDUC 2241 Early Childhood Seminar *2 credits*

Prerequisite: sophomore standing

Corequisite: EDUC 2240

This seminar accompanies EDUC 2240 and will enable students to discuss a variety of topics relevant to their student teaching. Topics may include but shall not be limited to behavior guidance, children with special needs, working with parents, professionalism, current teaching strategies, etc. Students will study the role of the teacher, the student teacher, and the children. Weekly time sheets and journal will be submitted. Regarding the portfolio, students will also be expected to create their resumes and provide additional documentation to demonstrate their professional development.

EDUC 2243 Individuals with Exceptionalities *3 credits*

Prerequisites: EDUC 1101

An 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. The course will trace PL 94-142

from inception, significance and influence. The student will observe a total of 4 hours in an approved classroom setting.

EDUC 2260 Teaching in a Diverse Society *3 credits*

Prerequisite: EDUC 1101

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, students with low-incidence disabilities, etc. Practical strategies for adapting instruction to meet the learning styles of all students in inclusive classrooms will be addressed. Ten hours of public school classroom observation in an approved diverse setting are also required.

ELECTRICAL ENGINEERING - EENG

EENG 1105 DC Circuits & Devices *3 credits*

Prerequisite: MATH 1118 or equivalent

An examination of the behavior of passive devices in transient and steady state DC circuits. Topics include 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 1115 AC Circuits & Devices *3 credits*

Prerequisite: EENG 1105 or equivalent

An examination of the frequency response of reactive circuits. Topics include ac voltage waveforms & frequency, current and power calculations in series, parallel and series-parallel circuits. Applications of resonance and filtering are discussed.

EENG 1185 Electrical Machinery *3 credits*

Prerequisites: EENG 1115 and PHYS 1117

An examination of the characteristics of power transmission and distribution equipment. DC, single phase, poly phase AC machinery are covered including servo machines. Transformers, transducers and industrial controls are also studied.

EENG 1199 Seminar *1-6 credits*

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

EENG 2205 Digital Electronics *4 credits*

Prerequisite: EENG 1105 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 as well as DA & AD convertors, microprocessors & microcontrollers.

EENG 2215 Analog Circuits & Devices 4 credits

Prerequisite: EENG 1115 or equivalent

An introduction to the characteristics, specifications, packaging, and applications of discrete devices and low scale integrated circuits.

EENG 2254 Computer Architecture & Design 4 credits

Prerequisites: EENG 2205

This is an introductory course into computer architecture. This class will assemble a single board computer with a lecture section before each section to describe how the section works. Use of Oscilloscope, Digital Logic probe and Millimeter are used to make measurements and troubleshoot each section.

Students who have completed CSCI 2245 may not receive credit for this course.

EENG 2255 Digital Communications 3 credits

Prerequisites: EENG 2205

Corequisite: CSCI 1141

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 2268 Power Generation 3 credits

Prerequisite: EENG 1105

Co-requisite: EENG 1115

This course is designed to teach the aspects of power generation. It covers the different types of steam generation methods based on the various types of fuels used including coal, nuclear, hydro, fuel cell, solar, wind and new fuel technologies. It also includes an in-depth study of the associated equipment such as pumps, turbines, environmental and other associated systems.

EENG 2285 Manufacturing Control Systems 3 credits

Prerequisites: EENG 2205

This course 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. Allen Bradley Controllers are the PLC used in this course. A laboratory complementing class work.

EENG 2299 Research Project 3 credits

Prerequisite: sophomore standing in Electrical Engineering program

An 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 the instructor.

ENGINEERING DESIGN - ENDS

ENDS 1100 Introduction to Engineering Technology 2 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, personal computers, conversion of units, (English to metric, metric to English), problem solving techniques in groups and individual, scientific notation and decision making models.

ENDS 1110 Blueprint Reading 3 credits

Learn to read and use HVAC plans and blueprints like today's professionals, with a focus on air conditioning drawings and hands-on exercises. This course will help readers master the basics of blueprint reading and apply their new skills to work in the HVAC trade. This course has been updated to reflect the increasing use of computers to develop plans and prints, while still including all the critical areas of study, including: using the architect's and engineer's scale, creating and using working and construction drawings, freehand sketching and drafting with instruments, and more. The final section of this course goes beyond basic concepts, enabling students to gain valuable skills in reading interpreting architectural, ductwork, mechanical, electrical, and plumbing plans.

ENDS 1141 Engineering Drawing I 3 credits

This is a beginning drawing course. Students are introduced to fundamental knowledge and skills such as line work, lettering, scale use, and sketching, multi-view drawings, sectional views, with the basics of manual drafting techniques and the use of drafting equipment.

ENDS 1142 Engineering Drawing II 3 credits

Prerequisites: ENDS 1141 or equivalent, or one year of high school drafting or work experience

Students are introduced to a continuation of technical drawing fundamentals. Auxiliary views, descriptive geometry, patterns and developments, and dimensioning and notation are emphasized. Welding drawings are covered. Experience with view visualization will prepare the student for CAD fundamentals.

ENDS 1143 Introduction to Product Design 3 credits

Prerequisites: ENDS 1141, or the equivalent.

Corequisite: ENDS 1142

An introductory course in the application of the engineering design process to solving product design problems. The formal design solution is presented in the

form of engineering working drawings, bill of material, estimates of time, material, and labor costs, with other reports as required.

ENDS 1144 Electrical Drafting 3 credits**Prerequisites: ENDS 1142 or equivalent**

This course is a study of electrical and electronic diagrams. Students learn 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 1145 Computer Applications in Engineering 3 credits

An introductory course where students learn areas in engineering in which computers are commonly used. Computer hardware, software and programming are introduced. Topics include reporting, calculation, drafting, analysis, computer aided design, numerical control, rapid prototyping and direct material deposition. The student will gain hand-on experience in these areas.

ENDS 1180 Co-op I Engineering 1-3 credits**Prerequisites: Completion of 15hrs. of program hours**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement, paid or unpaid, among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes and orientation to co-op component.

ENDS 1199 Seminar 1-6 credits

This course will be a discussion of particular problems related to chosen program and areas of interest.

ENDS 2201 Engineering Mechanics (Statics) 3 credits**Prerequisites: MATH 1120 & PHYS 1117**

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 2202 Dynamics 3 credits**Prerequisites: ENDS 2201**

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 2203 Strength of Materials 3 credits**Prerequisites: ENDS 2201**

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 2204 Mechanisms 3 credits**Prerequisites: ENDS 2201**

A study of mechanical components including: gear trains; belt, chain and disk drives; cams, levers, linkage mechanisms, and Geneva mechanisms. Laboratory work complementing class work.

ENDS 2205 Hydraulics & Pneumatics 3 credits**Prerequisites: ENDS 2201**

An introductory course to impart basic knowledge of hydraulic and pneumatic concepts, components and systems for power transmission and control where laboratory work is performed using industrial components and circuits.

ENDS 2219 Tool Design and Manufacturing 3 credits**Prerequisites: ENDS 1142 and MATH 1120**

An introductory course in designing of manufacturing tooling including broaches, lathe and mill tools; piercing, blanking, bending, and drawing dies; the economics of tool design; cutting and forming; and the design of jigs and fixture devices used to locate and secure the work-piece in manufacturing. Principles of manufacturing and properties of materials are utilized. The selection of cutting tools, calculating horsepower requirements, and cutting feeds and speeds are introduced.

ENDS 2221 Machine Design 3 credits**Prerequisites: ENDS 2201**

This course covers the analysis and design of machine components and assemblies such as couplings, bearings, springs, frames, gears, belts, etc. utilizing the principles of mechanics, kinematics, drafting and strength of materials.

ENDS 2230 Computer Graphics I 3 credits**Prerequisites: ENDS 1141 & ENDS 1145**

An introductory course in computer assisted design techniques. The student will gain experience by solving problems in drafting utilizing an interactive CAD system. Continuing through the course, students will extend their CAD competency by solving sophisticated drafting problems utilizing an interactive CAD system, applications, course demonstration and lecture, together with a hands-on component to complete 3-D modeling exercises.

ENDS 2231 Computer Graphics II 4 credits**Prerequisite: ENDS 2230**

An advanced course in computer assisted design techniques. The student will gain experience by solving problems in drafting utilizing an interactive CAD system. Continuing through the course, students will extend their CAD competency by solving sophisticated drafting problems utilizing an interactive CAD system, applications, and course lecture, together with a hands-on component to complete 2-D drawings, solve problems, and 3-D solid modeling exercises more quickly with increased accuracy and precision.

ENDS 2233 Computer Aided Manufacturing 3 credits**Prerequisites: ENDS 2230 and MATH 1120**

This course introduces automation and computer-integrated manufacturing with manual part programming for numerical control machines. History of CNC, coding, punch tape, BCD, word address programming and computer numerical control following the recommendations of the Electronic Industries Association (EIA) and Aerospace Industries Association (AIA) with hands-on experience. The process and requirements for rapid-prototyping and direct material deposition are introduced and reinforced with hands-on experience.

ENDS 2235 Technical Drawing 3 credits**Prerequisite: ENDS 1142 or equivalent**

Students learn to draft illustrations of machine parts, exploded pictorial assemblies, parts catalogs, plant layouts, and elevations. The use of color and shading are introduced. Pictorial drawings combine elements of both technical and artistic drawing to convey all the information necessary to be used as guides by people involved in manufacturing, maintenance, or sales where a complex part or process would be difficult to visualize when only orthographic views are given. Technical illustration is an important communication skill.

ENDS 2236 Architectural Drafting and Design 3 credits**Prerequisites: ENDS 1141**

An introductory course where students learn design of residential buildings. The course covers elevations, foundations, and interior drawings. This course also involves the study of architectural symbols, nomenclature, detailing, sectioning, dimensioning, and the use of architectural catalogs.

ENDS 2260 Surveying 3 credits**Prerequisite: MATH 1120**

An introductory course to impart basic knowledge of surveying plus training in the use of traditional surveying equipment.

ENDS 2261 Manufacturing Materials and Processes 3 credits**Prerequisites: MATH 1120 and PHYS 1117**

This course will acquaint the technician with the nature, properties, performance, characteristics, manufacturing processes, and practical uses of various engineering materials. Materials such as ferrous and nonferrous metals as well as polymers, ceramics, and composites will be covered. Both primary and secondary processes will be covered in this course.

ENDS 2270 Computer Applications in Engineering II 3 credits**Prerequisite: ENDS 1145**

This course gives a working knowledge of a high level computer language. The student will write programs to solve specific problems using logical structures, industry standardize practices and standard Visual C++ language. Topics covered will include programming techniques, calculations, methods and conversions, loop structures, search and arrays, conditional branching, file creation and maintenance. Application will include Visual C++ language used programming Industrial applications using an integrated controller.

ENDS 2280 Co-op II - Engineering 1-3 credits**Prerequisite: ENDS 1180**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement, paid or unpaid, among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes an orientation to co-op component.

ENDS 2299 Design Research Project 3 credits**Prerequisite: sophomore standing in Computer Assisted Design program**

A capstone course of 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, and must be approved by, the instructor.

ENGLISH - ENGL**ENGL 0097 Preparation I for College Composition** 6 credits**Prerequisite: Entry to this course is made by Southern State placement procedures only.**

This course focuses on writing effective paragraphs and writing multi-paragraph assignments and essays. Students will study the elements of paragraphs and essays including topic sentences, thesis statements, sentence clarity, effective transitions and paragraph development and cohesiveness. Students will be taught the concept

of writing as a process and practice writing in various contexts. A grammar review with emphasis on mechanics and punctuation, sentence grammar and basic grammar will be provided. Students will work on improving their reading comprehension and critical reading skills. Students will receive college credit for this course; however, this course may not be applied as credit towards a degree. A grade of C or above and successful completion of an exit exam is required to advance to ENGL 1101

ENGL 0099 Preparation II for College Composition 3 credits

Prerequisite: College placement - Accuplacer writing score of 4 or above.

This course prepares students for college composition by offering a basic introduction to the various aspects of writing and developmental reading comprehension. This introduction includes a thorough review in rules of basic grammar, sentence grammar, punctuation, and usage. Coursework presents writing as a process and provides instruction and practice in prewriting, drafting, revising, and editing strategies. This course may not be used to satisfy English requirements in any program and may not be used to satisfy elective requirements. A grade of C or higher and successful completion of an exit exam is required to pass this course.

ENGL 1101 English Composition I 3 credits

Prerequisites: One of the following: Accuplacer Writing score of 5 or above, ACT English score of 18 or above, SAT Verbal score of 500 or above, or successful completion of ENGL 0097 or ENGL 0099 with a "C" or better

This course provides an introduction to expository writing, emphasizing the clear and concise expression of ideas in a variety of rhetorical modes.

ENGL 1102 English Composition II 3 credits

Prerequisites: Completion of ENGL 1101 with a "C" or better

This course advances those skills acquired in English 1101, continuing to engage students in the clear and concise expression of ideas while emphasizing argumentation and research writing. MLA documentation is required.

ENGL 1199 Seminar 1-6 credits

This course will be a discussion of particular problems related to the students chosen program and areas of interest.

ENGL 2201 Introduction to Literature 3 credits

Prerequisites: ENGL 1101

This course offers an introduction to the three major literary genres: fiction, poetry, and drama. Students will read short stories, poems, and plays to gain an

understanding of literary forms and to learn techniques for analyzing and interpreting works of literature. An emphasis will also be placed on how literature explores and lends insight into the human experience.

ENGL 2202 The Great American Novel (1925-present) 3 credits

Prerequisites: ENGL 1101 or ENGL 101

This course is a survey of American Literature from 1925 to present. The primary focus of this class is reading and discussing "The Great American Novel," which will allow students to understand the literary value, historical significance, and cultural influence of works that have vied for this title. Students will address both the influence these novels have had on American culture, and the influence American culture had on the creation of these novels. In addition to readings, discussions, and exams, students will write two research papers and give two presentations that demonstrate their ability to explain the importance of specific works both verbally and in writing.

ENGL 2205 Technical Report Writing 3 credits

Prerequisites: Successful completion of ENGL 1101 with a "C" or better.

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 2206 Introduction to Journalism 3 credits

Prerequisite: ENGL 1101 or permission of instructor

This course is designed to 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 2207 Women's Literature 3 credits

Prerequisites: ENGL 1101 or permission of instructor

Introduction to works by women writing in English, and to the literary and gender issues they raise. The structure of the course combines historic and analytical readings of the works that span writings from the Middle Ages to the contemporary era. The course also examines the increasing influence on the literature of Western culture brought to bear by female writers.

ENGL 2217 Readings in Early British Literature 3 credits

Prerequisites: ENGL 1101 or permission of instructor

This is a survey course that examines representative works of literature from the Anglo-Saxon period to the late 18th century. A variety of authors, genres, and trends will be studied.

ENGL 2218 Readings in Later British Literature 3 credits

Prerequisites: ENGL 1101 or permission of instructor

This is a survey course that examines representative works of literature from the late 18th century to the present. A variety of authors, genres, and trends will be studied.

ENGL 2219 Creative Writing (Fiction & Poetry) 3 credits

Prerequisites: ENGL 1101 or permission of instructor

This course is an introduction to creative writing, focusing on both fiction and poetry. Discussions of fiction writing will emphasize the technical elements of fiction, assigned readings, and works written by class members. Discussions of poetry will emphasize the technical elements of poetry, assigned readings, and works written by class members.

ENGL 2230 American Literature to 1865 3 credits

Prerequisites: ENGL 1101 or permission of instructor

This course explores major works in American literature through the mid-19th century. Readings are drawn from the Puritan Age, Colonial Period, Romantic Age, and the Age of Realism.

ENGL 2235 American Literature after 1865 3 credits

Prerequisites: ENGL 1101 or permission of instructor

This course explores major works and literary trends in American literature from 1865 to the present.

ENGL 2238 Young Adult Literature 3 credits

Prerequisites: ENGL 1101

Students will learn what constitutes quality young adult literature and will be introduced to a wide range of young adult novels and authors. Students will examine young adult literature through a literary context.

ENGL 2240 Introduction to Films 3 credits

Prerequisites: ENGL 1101

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 intro-

duces 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.

ENGL 2246 Classical & World Mythology 3 credits

Prerequisite: ENGL 1101

This course is a survey of classical and world mythology that examines popular works from ancient Greece and Rome, as well as Celtic, Nordic, and Eastern cultures. The primary focus of this course is reading and discussing myths, which will allow students to understand the literary value, historical significance, and ongoing influence of classical and world mythology. In addition to readings and discussions, students will write two research papers and give two presentations that demonstrate their ability to explain the influence of specific works both verbally and in writing.

ENGL 2250 Media & Culture 3 credits

Prerequisite: ENGL 1101

This survey course is designed to give students an overview of the content and effect of mass media including the Internet, newspapers, magazines, books, television, radio, films, the music industry, video games, social media, digital media, and other media with particular emphasis on news media. The course will acquaint students with the ways media are changing as well as the historical context of their development. Students will explore major trends in media consumption and learn to analyze media news coverage in order to become better informed citizens.

ENTREPRENEURSHIP - ENTR

ENTR 1102 Opportunity Analysis 3 credits

An assessment of current economic, social and political climate for small businesses. The student will understand demographic, technological, and social changes which create opportunities for small business ventures.

ENTR 1108 Effective Small Business Management 3 credits

This course covers the structure and functions of starting and operating a small business, cost benefit analysis, competitive advantage, opportunity recognition and keeping records.

ENTR 1110 Fast Trac Business Plan 3 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 1120 Innovation & Creativity 3 credits

This course introduces the student to understanding creative abilities, recognizing their creative abilities, change their way of viewing creativity, understanding who they are as a creative person, promoting innovation in themselves and others and demonstrating productive thinking. Upon completion the student should have a better understanding of their creative abilities, change the way they think about intelligence, education and human resources, understand creativity and the concept that it is a function of intelligence and understand that "Imagination is the beginning of creation" (George Bernard Shaw).

ENTR 1150 Introduction to Entrepreneurship 3 credits

This course covers the structure and functions of starting and operating a small business and building a business plan.

ENTR 2201 Funding Acquisition for Entrepreneurs 3 credits**Prerequisite: ENTR 1110**

The student will understand and demonstrate an understanding of acquiring funding for a business venture. The student 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 2280 Consumer Behavior 3 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 2295 Entrepreneurship Internship 3 credits

Prerequisite: must have completed a minimum of 12 semester hours of Entrepreneurship courses with a minimum grade of "C" and have completed at least 34 semester hours toward the Entrepreneurship program with an overall grade average of "C" or better.

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 210 hours of work/training (14 hours per week) is required with one hour of classroom participation per week. This course is required for the Associate of Applied Science in Entrepreneurship.

FINE ART - FNAR**FNAR 1104 Introduction to the Arts** 3 credits

Creators of art, regardless of the 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 in and understanding of the arts.

FNAR 1105 Basic Drawing I 3 credits

An intensive studio drawing course on the observation and interpretation of form with concern for space, line, volume, texture, and composition. Varied stylistic approaches and subject matter will be studied in the pencil and charcoal mediums.

FNAR 1106 Basic Drawing II 3 credits**Prerequisite: FNAR 1105**

An intensive studio drawing course on the observation and interpretation of form with concern for space, line, volume, texture, and composition. Varied stylistic approaches and subject matter will be studied in the pencil and charcoal mediums. This course is a continuation of FNAR 1105.

FNAR 1111 History of Art I 3 credits

An introduction to the enjoyment and understanding of the history of sculpture, painting, and architecture from prehistory through the Middle Ages.

FNAR 1112 History of Art II 3 credits

An introduction to the enjoyment and understanding of the history of sculpture, painting, and architecture from the Renaissance to present times.

FNAR 1116 Music Appreciation I 3 credits

Music Appreciation I is a survey of musical styles from the Middle Ages to the early 18th century. It includes a review of music reading and basic music theory and covers the Medieval, Renaissance, Baroque, and Early Classical Periods in music. No previous knowledge of music or musical experience is required.

FNAR 1117 Music Appreciation II 3 credits

This course is a survey of music from the 18th century to the present. It includes the Classical, Romantic, and Impressionistic periods as well as musical styles from the 20th and 21st centuries.

FNAR 1120 Water Media Painting I 3 credits

An intensive study of water media painting with an emphasis placed on the study of materials, technical applications, composition, and color theory. The works of the Old Masters and accomplished contemporary artists will be studied to support the learning process. This course may be taken for 6 credit hours.

FNAR 1121 Water Media Painting II 3 credits

Prerequisites: FNAR 1120

A continuation of FNAR 1120 with an emphasis on composition, value management, and sketching as a preparatory step in the painting process.

FNAR 1130 Oil / Acrylic Painting I 3 credits

An intensive study of the oil or Acrylic painting media with emphasis placed on the academic study of materials, technical applications, composition and color theory. The works of the Old Masters and accomplished contemporary artists will be studied to support the learning process.

FNAR 1131 Oil Painting II 3 credits

Prerequisites: FNAR 1130

A continuation of FNAR 1130 with an emphasis on composition, value management and sketching as a preparatory step in the painting process. The works of the Old Masters and contemporary artists will be studied to support the learning process.

FNAR 1140 Introduction to the Craft of Stained Glass I 3 credits

A course designed to teach the basic construction techniques involved in the making of stained glass art. The student will study construction techniques of the Old Masters and contemporary artists to assist the learning process.

FNAR 1141 Introduction to the Craft of Stained Glass II 3 credits

Prerequisites: FNAR 1140

This course is a continuation of FNAR 1140 designed to teach the basic construction techniques involved in the making of stained glass art. The student will place more emphasis on color and design of the finished project. A three dimensional project will be required in this section. The student will study the construction techniques of the Old Masters and contemporary artists to assist the learning process.

FNAR 1146 Fused Glass Jewelry & Decor 3 credits

A basic course designed to teach many the beginning concepts of cutting glass, fusing glass in a kiln and wire wrapping to turn pieces into jewelry, decor and art.

FNAR 1147 Fused Glass / Metal Clay 3 credits

This course continues FNAR 1146 and introduces working with metal clay.

FNAR 1152 Concert Choir 2 credits

Concert Choir is a choral ensemble consisting of both Southern State students and community members. The ensemble performs music in a variety of styles. No audition is required for the Concert Choir.

FNAR 1180 Concert Band 2 credits

Concert Band is a wind ensemble consisting of both Southern State students and community members. The ensemble performs a variety of music ranging from traditional symphonic band repertoire to popular music and jazz. No audition is required.

FNAR 2211 Figure Drawing 3 credits

Prerequisite: FNAR 1105 and FNAR 1106

An intensive studio figure-drawing course that emphasizes the 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' drawings will aid the learning process. Development of composition and the discipline of seeing will receive special consideration. This course will explore a variety of media and art materials.

FNAR 2220 Advanced Water Media Painting 3 credits

Prerequisites: FNAR 1120 & FNAR 1121

An intensive and personalized course on painting problems that builds on accumulated knowledge from previous painting experiences to develop an individual creative painting style. A variety of subject matter will be considered. This course is a continuation of FNAR 1121.

FNAR 2230 Advanced Oil Painting 3 credits

Prerequisites: FNAR 1130 & FNAR 1131

This is an intense and personalized course in advanced painting problems. The use of accumulated knowledge from previous painting experiences will apply to assist in the development of a creative and original painting style. A variety of subject matter will apply.

FOREIGN LANGUAGE - FLNG

FLNG 1107 Elementary Spanish I 3 credits

In this course, the student is introduced to the Spanish language and Hispanic culture. Basic skills in speaking, listening, reading and writing are developed. Cultural readings and videos are included in each lesson, giving the student additional opportunity to utilize the target vocabulary and grammar in classroom conversation. It requires that students will less than two years of high school Spanish begin at this level. Students who have completed two years of high school Spanish at least five years ago must also enroll at this level.

FLNG 1108 Elementary Spanish II 3 credits

Prerequisite: FLNG 1107

This course builds upon the foundation laid in FLNG 1107 and uses the same text. It is the second phase in the two-course sequence which comprises elementary Spanish at Southern State. Skills in speaking, listening,

reading and writing in Spanish are further developed in this course. Cultural readings and videos are included in each lesson, giving the student additional opportunity to utilize targeted vocabulary and grammar in classroom conversation. Students who have completed two years of high school Spanish within the last four years may enroll at this level.

FLNG 1120 Beginning American Sign Language I *3 credits*

Everyday communication is the centerpiece of every lesson. Topics revolve around sharing information about our environment and us. Grammar is introduced in context with an emphasis on developing question and answering skills. Students learn conversational strategies to help you maintain a conversation. Interaction activities allow students to rehearse what they have learned.

FLNG 1121 Beginning American Sign Language II *3 credits*

Prerequisite: FLNG 1120

Everyday communication is the centerpiece of every lesson. Topics revolve around sharing information about our environment and us. Grammar is introduced in context, with an emphasis on developing question and answering skills. Students will learn conversational strategies to help them maintain a conversation. Interaction activities allow students to rehearse what they have learned.

FLNG 2207 Intermediate Spanish I *3 credits*

Prerequisite: FLNG 1108

This course is a four-course sequence which completes the foreign language requirement. Skills in speaking, listening, reading and writing are further developed in this course. The intermediate level places special emphasis on classroom discussion and on compositions of greater length. Cultural material introduced serves a dual purpose. Authentic short films, magazine articles, short stories and poems take the student to a deeper level of cultural understanding. These resources provide ample stimulus for discussion and composition, allowing the student to utilize new and acquired vocabulary and grammar structures.

Students who have completed four years of high school Spanish within the last four years may enroll at this level.

FLNG 2208 Intermediate Spanish II *3 credits*

Prerequisite: FLNG 2207

This course is the final course in the four-course sequence which completes the foreign language requirement. Skills in speaking, listening, reading and writing are further developed in this course. The intermediate level places special emphasis on classroom discussion and on compositions of greater length. Cultural mate-

rial introduced serves a dual purpose. Authentic short films, magazine articles, short stories and poems take the student to a deeper level of cultural understanding. These resources provide ample stimulus for discussion and composition, allowing the student to utilize new and acquired vocabulary and grammar structures.

FLNG 2220 Intermediate American Sign Language *3 credits*

Prerequisite: FLNG 1121

This course is designed to build upon the student's prior knowledge and experience of American Sign Language (ASL). Students will be exposed to cultural interactions and stories from their text to bring them to a higher level of fluency in ASL.

FLNG 2221 Advanced American Sign Language *3 credits*

Prerequisite: FLNG 2220

This course is designed to build upon the student's prior knowledge and experience of American Sign Language (ASL). Students will be exposed to cultural interactions and stories from their text to bring them to a higher level of fluency in ASL.

HEALTH, PHYSICAL EDUCATION AND RECREATION - HPER

HPER 1101 Introduction to Sport & Kinesiology *3 credits*

A study of physical education, fitness, sport, and other related fields as academic disciplines and professions with an examination of history, philosophies, concepts, issues, and trends of Kinesiology and sport.

HPER 1102 Introduction to Athletic Training *3 credits*

This course is an introduction to the fundamental knowledge and background in athletic training. It is designed to take a scientific, evidence based approach to provide a clinical background in athletic training.

HPER 1106 Principles of Weight Training *1 credit*

This course focuses on various weight training programs to develop muscular endurance and muscular strength. In addition, students will develop muscular strength and aerobic conditioning through a circuit based weight training program.

HPER 1108 Introduction to Volleyball *1 credit*

An introduction to basic skills including various types of serves, attacks, sets, and defensive maneuvers. Students will study of conditioning, team strategies, offensive and defensive alignments, history, and rules of volleyball.

HPER 1115 Introduction to Basketball 1 credit
Introduction to basic skills, tactics and strategies of basketball, including: dribbling, passing, shooting, rebounding, ball handling, and defense.

HPER 1120 Tae Kwon Do 1–3 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 1127 Principles of Cardio Fitness 1 credit
An introduction to the basic principles of cardiorespiratory assessment and prescription. Wellness topics include basic nutrition for fitness, weight management theories and principles, flexibility for wellness, and injury prevention.

HPER 1140 Archery 1 credit
Instruction and practice stressing skill development, safety and the value of archery as a lifetime leisure activity.

HPER 1161 First Aid 2 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 1165 CPR & Airway Management for Healthcare Providers 1 credit
This course is designed to teach the skills of Cardiopulmonary Resuscitation (CPR) and airway management for victims of all ages. Skills include airway management using simple airway adjuncts, laryngeal mask airway, esophageal-tracheal combitube, and introduction to endotracheal tubes. Additional 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 1195 Fitness & Wellness for Life 2 credits
An 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 2203 Introduction to Personal Training 3 credits
Corequisite: HPER 2207
This course is designed to give students the knowledge and understanding necessary to prepare for the ACE

Personal Trainer Certification Exam and become effective personal trainers. This course presents the ACE Integrated Fitness Training™ (ACE IFT™) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The information covered by this course and the ACE IFT™ Model will help students learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

HPER 2207 Essentials of Exercise Science for Fitness Professionals 3 credits
Corequisite: HPER 2203

This course is designed to provide theoretical knowledge in preparation for a national certification exam in personal training. Topics include foundational learning in anatomy, kinesiology, nutrition, physiology of training, resistance training, and the ACE IFT™ Model.

HPER 2217 Yoga 1 credit
An introduction to the nature and principles of yoga. Students will gain knowledge of the benefits of yoga performing and equipment needed while participating in a yoga program. Course focuses on developing postural alignment in order for students to gain improved strength, endurance, flexibility, balance, and stress reduction.

HPER 2234 Personal & Community Health 3 credits
This course promote an appreciation for healthful living practices of the individual and group to promote positive attitudes. Topics include physical health and fitness, emotional health, nutrition, alcohol and drugs, environmental health, aging, safety and first aid.

HPER 2236 Individual and Dual Fitness Sports 1 credit
A survey of selected individual and dual fitness sports and activities will be presented. This is an activity course, in which students receive an overview of history, rules, strategy and skill practice in all sports covered.

HPER 2250 Aerobics 1 credit
This course will introduce students to the fundamentals of aerobics. Students will participate in and maintain physical fitness through physical exercise to musical accompaniment. This course covers many topics including personal safety and preparation, personal activity modifications, and elements of rhythmic aerobic routines.

HPER 2251 Advanced Group Exercise 1 credit

This course is a higher intensity, higher impact aerobic exercise to music in a group setting. There is emphasis on improving cardiorespiratory endurance, flexibility, and muscular endurance.

HPER 2252 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. This course provides students with non-impact exercise. There will be variation of movement and tempo in the exercise provided.

HPER 2261 Advanced Cardiac Life Support for Novice Providers 2 credits

Prerequisites: EMTP 2220 or NURS 2205, NURS 2210 and NURS 2220 or RESP 2205

This course is designed to provide advanced cardiac life support instruction to novice providers who will care for patients with cardiovascular conditions in a variety of healthcare settings. It includes comprehensive review and integration of knowledge and skills in ECG rhythm interpretation, pharmacology, airway and ventilation management, and CPR/AED. In addition, management of cardiopulmonary arrest and other cardiovascular emergencies will be explored. Students are required to have a valid BLS for Healthcare Providers course completion card from the American Heart Association prior to beginning the class. Participants who successfully complete the course, including the written examination and skills demonstration, will receive a course completion card.

HPER 2299 Physical Education Internship 2-6 credits

Prerequisites: complete at least 20 semester or 30 quarter hours (or the equivalent) and have a minimum GPA of 2.0

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 15 hours of work per week during the academic term for three credits.

HISTORY - HIST**HIST 1110 American History I 4 credits**

This course is a survey of the United States from the pre-Columbian period to 1877. The course will introduce students to the major political, social, economic, religious, cultural, intellectual, and technological developments in American history through reconstruction and the post-Civil War era. Topics will include, but are not limited to; pre-Columbian civilization, European exploration and conquest of the New World, development of European colonies, the colonial era,

the American Revolution, the Constitution, economic changes, early industrialization and the formation of political parties. The institution of slavery will be closely examined, as will the concept of Manifest Destiny and the demise of Native American tribal life. The significant causes and events leading to the American Civil War will be discussed as will the military history of the war and reconstruction. The administrations of Jefferson, Jackson, Polk, and Lincoln will also be examined in detail.

HIST 1111 American History II 4 credits

This course is a survey of the history of the United States from 1877 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 end of reconstruction to the post-modern era. Topics will include, but are not limited to; Gilded Age politics, late 19th and 20th century industrialization, economic changes, immigration, Progressivism, American Imperialism, World War one, cultural changes in the 1920's, and The Great Depression. The latter portion of the semester will focus on the events leading to World War II, the military history of the war, the Cold War, the Civil Rights Movement, social change in the 1950's and 1960's, the Vietnam War, and the post-Cold War era up to the presidential election of 2008.

HIST 1121 Modern East Asia 3 credits

Modern East Asia will provide students with a foundation in early modern to modern history of China, Korea, Japan and Vietnam. Topics for the course will include but are not limited to the early modern/late traditional era including European and American contact with Asia, the end of the Tokugawa period in Japan, the Meiji Reformation, the decline and partition of China, Industrialization and Imperialism through World War II, Communism in China, the Korean Conflict, Indo-China through the Vietnam War and an examination of the successor states in Modern East Asia.

HIST 1151 Introduction to Western Civilization I 4 credits

This course is a survey of Western Civilization from prehistory to 1700. This 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 17th century. The course will begin with an examination of the earliest evidence of human social existence, then investigate the emergence of the early civilizations 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. The course will then examine the

collapse of the Roman Empire, the "Dark Ages", and the reemergence of Western society in the High Middle Ages, the Renaissance, the Reformation, religious warfare, and the Scientific Revolution of the 16th and 17th centuries, and concluding with the "age of Discovery".

HIST 1152 Introduction to Western Civilization II 4 credits

This course is a survey of Western Civilization from the 18th century to the present day. This course will examine major developments in the political, social, economic, religious, cultural, intellectual, and technological life of Western Civilization from The Enlightenment to the post-modern era. The course will also examine the economic and political revolutions of the 18th and 19th centuries, the French Revolution and the Napoleonic Era, the growth of new political ideologies (socialism, conservatism, nationalism, and liberalism), the unification of Italy and Germany and Imperialism and Colonialism. Included in the study of the 20th century will be World War I and its political, economic aftermath, the Russian Revolution, the rise of fascism, the Great Depression, the causes of World War II and the military history of the war, The Cold War, and the Post-Modern era.

HIST 1199 Seminar 1-6 credits

This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

HUMAN AND SOCIAL SERVICES - HSSR

HSSR 1101 Introduction to Human & Social Services 3 credits

In this course, students are acquainted with the fields of human services, counseling, case management, and other mental health-related fields. Explores etiology of social problems among the general population, minorities, and out-groups; the history and development of mental health services; 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 1105 Survey of Substance Abuse 3 credits

This course explores chemical dependency issues from a historical, cultural, biological, 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 1120 Human Services Methods & Ethical Procedures 3 credits

Prerequisites: PSYC 1110 and HSSR 1101

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 will be explored.

HSSR 1135 Affective Education & Group Process 3 credits

This course emphasizes the principles of therapeutic group facilitation; 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. The course features heavy emphasis on experiential learning, awareness of group dynamics, and practice of group leadership skills through participation as a group member in the laboratory setting.

HSSR 1140 Racial and Cultural Diversity in the Helping Professions 3 credits

This course provides an introduction to the general concepts and history of cultural diversity in U.S. society, and stresses the importance of understanding diversity in mental-health careers and the helping professions. It focuses on the history of many cultural/minority groups and provides an understanding of culturally-based help-seeking behaviors among racial, ethnic, and other subpopulations. Emphasis is on general diversity issues as well as issues specific to becoming culturally competent in the helping professions. (SOCI 107 may not be substituted for this course to meet graduation requirements in the Human & Social Services program).

HSSR 1150 Case Management & Writing in the Helping Professions 2-3 credits

Prerequisite: ENGL 1101

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 and case management necessary for rendering professional services to clients. Students will learn to analyze professional writing situations and apply the principles of effective writing to documentation, measurable goals and objectives, grant/

proposal writing, letters, memos, case management, and treatment planning in generalist practice and chemical dependency. Topics will include: case assignment, planning, assessment, goal setting, observation, documentation, intervention, evaluation, and referral.

HSSR 2210 Counseling Theories 3 credits**Prerequisite: HSSR 1101, HSSR 1120 and PSYC 1110**

This course presents the major counseling theoretical orientations and philosophies including discussion of major concepts and techniques, impact on the client-helper relationship, advantages and disadvantages of different theories. This course will emphasize on practical application.

HSSR 2211 Counseling Techniques 3 credits**Prerequisite: HSSR 2210**

The course builds on the basic counseling and interviewing theories studied in HSSR 2210, with emphasis on learning basic counseling skills that are appropriate to the counseling process in generalist practice and chemical dependency settings. Topics include techniques related to attending skills, facilitating growth, active listening, nonverbal behavior, action responses, motivational interviewing, and determining personal style. Special needs of diverse populations will also be featured.

HSSR 2215 Social Gerontology 2 credits**Prerequisite: HSSR 1101 and PSYC 1110**

This class takes a multidisciplinary approach to examining the issues facing people in late adulthood. Students will explore the demographic, sociocultural, 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.

HSSR 2216 Prevention, Diagnosis & Treatment of Chemical Dependency 3 credits**Prerequisite: HSSR 1105**

This course systematically studies chemical dependency as well as 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 2220 Developmental Disabilities 2 credits

This course covers developmental and lifecycle stages, etiology, psychosocial services, treatment, and education of the developmentally disabled. It also presents an overview of past, present, and future trends in the field. Terminology and legal issues will be discussed.

HSSR 2225 Psychology of Addiction & Family Systems 3 credits**Prerequisite: HSSR 1105**

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, and cultural aspects of addiction. The course will focus on many types of addiction, including alcohol addiction, drug addiction, tobacco addiction, sex addiction, eating disorders, compulsive gambling, and other emerging forms of addictive behavior. Class activities will include researching and reading journal articles, class discussion, as well as study from the assigned textbooks. This course will also focus on the impact of addiction on the family system and other relationships. Students will be exposed to the alteration of family 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. (Students who have completed PSYC 2225 may not receive credit for this course.)

HSSR 2271 Human Services Practicum I 3 credits

Prerequisites: Must be enrolled in HSSR program, have a minimum of 24 semester hours with a C or better in every course completed in the plan of study, or permission of instructor.

This course consist of a 240 hour placement in a local social services agency under professional supervision which will 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 2272 Human Services Practicum II 3 credits

Prerequisites: Must be enrolled in HSSR program, have a minimum of 24 semester hours with a C or better in every course completed in the plan of study, or permission of instructor.

This course is designed as a continuation of practical experience and provides an additional 240 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 2275 Community Mental Health Issues *3 credits*

Prerequisites: HSSR 1101, HSSR 1150, & PSYC 1110

A writing intensive course covering the nature of mental illness and mental health, organization of community mental health services, history of mental health services and crisis intervention strategies. Topics include community based and residential treatment, societal impact of deinstitutionalization, assessment of crisis situations, use of short-term interventions to deescalate crisis situations, strategies for meeting the needs of individuals and communities within a diverse population.

HEATING VENTILATION AND AIR CONDITIONING - HVAC

HVAC 1100 Principles in HVAC I *3 credits*

Overview of heating, ventilating, and air conditioning, including basic design, equipment characteristics, venting, the refrigeration cycle, system control, basic heat transfer, basic airflow principles, air quality, product quality, and comfort principles.

HVAC 1120 Principles in HVAC II *3 credits*

Prerequisite: HVAC 1100

An in depth study of the main principles of HVAC. Beginning with safety, topics covered include piping, refrigeration piping, the refrigerant cycle, and refrigerant handling. Also studied are duct sizing and layout, air test and balance, including blower drives and system components. Heating and cooling loads will be discussed. Special attention will be given to electrical wiring and controls and troubleshooting.

HVAC 1125 Sheet Metal Layout I *3 credits*

This course covers layout and forming of basic sheet metal fittings using drawing equipment and construction paper. Topics include square/round ductwork, tapers, transitions and offsets.

HVAC 1135 Building Materials and Construction *3 credits*

This course familiarizes the student with the basic materials of construction according to the material properties, durability, and suitability for use under varying conditions. Use of materials in combination with one another and in the finished product will be examined. Emphasis is placed on selection of material based on criteria.

HVAC 1150 HVAC Field Installation Techniques/Procedures *4 credits*

Prerequisites: HVAC 1120, Principles in HVAC II

Laboratory intensive introduction to air conditioning system field installation techniques and procedures.

HVAC 2210 Pipefitting Principles and Applications *4 credits*

Prerequisites: HAVC 1120 or equivalent, or permission of the department

This course is an introduction to piping material and fabrication, pipe sizing and troubleshooting, sheet metal, airflow principles/duct design, mechanical and electronic filtration, and fans/blowers. Piping systems, valves, fittings, metal piping and non-metallic piping are identified and their use and maintenance are presented. Strainers, filters, traps and other accessories such as pressure and temperature gauges are discussed in detail, including a description of their operation and required maintenance. The procedures, use, and application of the BOCA basic plumbing code are also covered

HVAC 2220 HVAC Design and Application *3 credits*

Prerequisite: HVAC 1120

The student's understanding of heat transfer will be expanded to encompass application. The principles of thermodynamics, psychometrics, and calculating heating and cooling loads are emphasized. Heating, venting and combustion air will be included. Reading plans and specification, systems design, and equipment selection are studied.

HVAC 2222 Advanced HVAC Application Controls *3 credits*

Prerequisites: HVAC 2220 and HVAC 1150

HVAC equipment application design concentration on commercial and light commercial systems is presented. Roof-top units, economizers, water chillers, air handling units and IAQ are covered. Commercial system controls and zone controls including residential zoning are studied.

HVAC 2225 Sheet Metal Layout II *3 credits*

Prerequisites: HVAC 1125, Sheet Metal Layout I

This course covers the actual layout, forming, and fabrication of basic sheet metal duct fitting. Items fabricated include many of the fittings commonly found in HVAC applications. The student will utilize various tools and equipment in the HVAC sheet metal lab. SAFETY will be stressed at all times.

HVAC 2230 Heating Operation/Troubleshooting *3 credits*

Prerequisite: HVAC 1120

Heating equipment and system operation are studied together with development of problem solving techniques. Through the use of laboratory demonstrations, measurements, observations and experiments with HVAC systems and components the student learns proper system diagnosis and repair procedures.

HVAC 2240 Cooling Operation/ Troubleshooting 3 credits

Prerequisite: HVAC 1120

Cooling equipment and systems operation are studied together with development of problem solving techniques. Through the use of laboratory demonstrations, measurements, observations and experiments with HVAC systems and components the student learns proper system diagnosis and repair procedures.

HVAC 2241 Refrigeration 3 credits

Prerequisite: HVAC 1120

A basic understanding of mechanical refrigeration from safety to cryogenics is presented. The refrigeration cycle, components, controls, instrumentation, installation, servicing and troubleshooting are studied. Various components including the compressor, condenser, filter-dryer, and refrigeration controls are studied in detail.

HVAC 2242 HVAC Chiller Operations 3 credits

Prerequisites: HVAC 1120

This course will discuss the specifics of the operation of chillers. The lectures will include small 25 ton units to large commercial 500 ton chillers, including installation of the units, service and general maintenance, and troubleshooting and repair. The course will cover how to locate the problems and how to safely manage repairs working with large pieces of equipment.

HVAC 2250 HVAC Electrical Systems 3 credits

Prerequisite: HVAC 1120

This course provides the knowledge and skills to understand and safely install, service, and troubleshoot HVAC/R electrical circuits and electronics. Basic electrical foundation fundamentals are provided. HVAC/R electricity and electronic circuits are covered in depth. A focus on proper meter usage is engrained in the process. Motors, controls, and other electrical/electronic devices are covered also. The sequence of operation and diagnostic trouble-shooting, utilizing pictorial, schematic, and hands on approaches are provided.

HVAC 2251 Advanced HVAC Electrical Applications 3 credits

Prerequisite: HVAC 2250

This course encompasses complex HVAC controls circuitry schemes, including microprocessor controlled as used on large chillers, large tonnage DX, and DDC controls. The student outcome is full understanding of control functions, sequence of operation, and troubleshooting skills applicable to complex HVAC circuitry. This ensures that the student has the ability to systematically and logically troubleshoot these complex systems with efficiency and accuracy.

HVAC 2255 HVAC Commercial Controls 3 credits

Prerequisite: HVAC 1120

This course will further the student's knowledge of control by introducing the student to the equipment and devices that control HVAC commercial equipment, pneumatics, and Direct Digital Controls. The lectures/labs will discuss the function, operation, service, and how to troubleshoot the controls.

MATHEMATICS - MATH

Math Substitution Policy: In programs requiring specific math course the following substitutions of higher level courses may be made:

MATH 1124 for MATH 1115

MATH 1142 or 2221 for MATH 1120

MATH 1141, MATH 2221 or MATH 2241 for MATH 1118, MATH 1124 sequence (an elective can be used to make up any difference in credit hours)

MATH 1141, MATH 2221 or MATH 2241 for MATH 1124

MATH 1106 Pre-Algebra 3 credits

Prerequisite: High school Algebra I with a grade of "C" or higher or appropriate score on the college placement test.

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 meet general education or math requirements in a program. Check with an advisor to see if this course can be used as an elective credit toward a degree.

MATH 1115 Math for the Business and Social Sciences 3 credits

Prerequisite: MATH 101, MATH 106 or MATH 1106, or high school Algebra I with minimum grade of "C", or appropriate score on the college placement exam.

This course is designed to give students experience with language, notation, and problem solving. Topics are relevant to business technologies, social science technologies, and consumer skills. Topics include: problem solving, number sense, geometric formulas, measurement, applied percent, formulas, simple and compound interest, consumer credit, probability, and statistics.

MATH 1117 Elementary Algebra *3 credits*

Prerequisite: One of the following: 2 years of college preparatory math with a grade of “C” or higher, appropriate score on the college placement exam, MATH 101, or MATH 106 or MATH 1106, with a grade of “C” or higher

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. This course cannot be used to meet general education or math requirements in a program. Check with an advisor to see if this course may be able to be used as elective credit toward a degree.

MATH 1118 Intermediate Algebra *3 credits*

Prerequisite: One of the following: 3 years of college preparatory math with a grade of “C” or higher, appropriate score on college placement exam or MATH 117 or MATH 1117 with a grade of “C” or higher

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. This course cannot be used to meet general education or math requirements in a program. Check with an advisor to see if this course may be able to be used as elective credit toward a degree.

MATH 1120 Technical Mathematics *3 credits*

Prerequisite: MATH 118 or MATH 1118 or 3 years of college preparatory math with a minimum grade of “B” or appropriate score on college placement test

This course contains skills and applications related to the engineering technologies. Emphasis is on formulas, graphing, trigonometry, vectors, exponential and logarithmic functions.

MATH 1124 Finite Math *3 credits*

Prerequisite: MATH 118 or MATH 1118, or 3 years of college preparatory math with minimum grade of “B”, or appropriate score on the college placement test, or minimum ACT math score of 22

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 1135 Allied Health Mathematics *3 credits*

Prerequisite: MATH 117, MATH 1117 or higher, or 2 years of college preparatory math with minimum

grade of “C”, or appropriate score on college placement test

This course introduces math topics used in allied health fields. The topics covered include metric system, household (English) system, conversion factors, medical dosage calculations, pediatric dosages, solutions, infusions, and abbreviations.

MATH 1141 College Algebra *3 credits*

Prerequisite: MATH 118 or MATH 1118, or 3 years of college preparatory math with minimum grade of “B”, or appropriate score on college placement test, or minimum ACT math score of 22

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 1142 College Trigonometry *4 credits*

Prerequisite: MATH 118 or MATH 1118, or 4 years of college preparatory math with minimum grade of “C”, or appropriate score on college placement test, or minimum ACT math score of 26

This course includes a study of trigonometric functions and their applications. Topics include circular functions, trigonometric functions, trigonometric identities, trigonometric equations, vectors, the complex plane, polar coordinates, conic sections, and applications of these concepts.

MATH 1160 Statistical Concepts *3 credits*

Prerequisites: MATH 118 or MATH 1118 or equivalent with a minimum grade of C or 3 years college preparatory math with a minimum grade of “C”

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 already earned credit for MATH 281 or MATH 2281 may not earn credit for this course

MATH 1199 Seminar *1–6 credits*

This course will be a discussion of particular problems related to a chosen program or area of interest.

MATH 2221 Calculus I *5 credits*

Prerequisite: MATH 141 or Math 1141 and Math 141 or MATH 1142, or 4 years OF college preparatory math including 1 course in trigonometry with a minimum grade of “B” or minimum ACT math score of 26

This course introduces calculus using analytic geometry

and transcendental functions. Topics include limits and continuity, derivatives, optimization, related rates, graphing and other applications of derivatives, definite and indefinite integrals, and numerical integration.

MATH 2222 Calculus II *5 credits*
Prerequisite: Math 221 or Math 2221, or the equivalent

This course is a continuation of Math 2221 Calculus I and includes applications of integration such as areas between curves, volumes of rotation, work, arc length, applications to physics and engineering; techniques of integration; parametric equations and polar coordinates; and infinite sequences and series.

MATH 2223 Calculus III *4 credits*
Prerequisite: Math 222 or Math 2222, or the equivalent

This course concerns multivariable calculus and is a continuation of Math 2222. It includes applications of vectors and vector functions; partial derivatives and their applications, including gradients; multiple integration in rectangular, polar, cylindrical and spherical coordinates; vector fields, line integrals, curl and divergence, and Green's, Stokes' and Divergence Theorems.

MATH 2230 Differential Equations *4 credits*
Prerequisite: MATH 2222 and MATH 2223, or the equivalent of two semesters of calculus

This course is an introduction to ordinary differential equations. Topics include first-order and higher order differential equations, power series solutions, polynomial operators, Laplace transforms, and numerical methods for solving ordinary differential equations. Applications to physical problems will be emphasized.

MATH 2237 Math for the Elementary Teacher I *4 credits*

Prerequisite: MATH 118 or MATH 1118, or 3 years of college preparatory math with a minimum grade of "C".

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 2238 Math for the Elementary Teacher II *4 credits*

Prerequisite: MATH 118 or MATH 1118, or 3 years of college preparatory math with a minimum grade of "C"

This course includes math topics as they relate to the 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 2241 Calculus for Business, Social and Life Sciences *5 credits*

Prerequisite: Math 141 or Math 1141, or 4 years of college preparatory math

This course is designed for business majors 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. Students who have earned credit for MATH 2221 may not earn credit for this course

MATH 2250 Linear Algebra *4 credits*

Prerequisite: MATH 223 or MATH 2222, or the 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 2281 Introductory Statistics *3 credits*

Prerequisite: MATH 124 or MATH 1124, or MATH 141 or MATH 1141

This course covers descriptive analysis and presentation of statistical data, linear correlation and regression, probability, binomial and normal distributions, chi-square, and hypothesis testing and other statistical inferences about means and proportions for one and two samples.

MATH 2290 Research Topics in Pre-Calculus *3 credits*

Prerequisite: MATH 141 or MATH 1141 and MATH 142 or MATH 1142, 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.

MEDICAL ASSISTING - MAST

MAST 1101 Introduction to Medical Assisting and Procedures *2 credits*

Prerequisite: Acceptance into Medical Assisting Program

Co-requisite: MAST 1111, MAST 1115

Introductory level course that includes an orientation survey of the occupation of the medical assisting educational and certification requirements and presents the theory and techniques utilized by the medical assistant to perform fundamental skills in a clinical setting. Course includes orientation to the use of the laboratory for practice and competency of skills to be

gained throughout the medical assisting program. Emphasis is placed on specialty procedures employed in a general medical examination including medical asepsis, positioning, draping, and recording of this information on the patient record, the review of body systems and the specialty exams associated with Ophthalmology, Otolaryngology, Neurology, and Pediatrics are included. Competency skills introduced include obtaining patient history, cleaning biohazardous spill, contaminated glove removal, hand washing and vital signs, the patient exams and positioning, Snellen exam, Ishihara exam, eye/ear irrigation and medication instillation, audiometry, use of the ophthalmoscope, and pediatric examinations. Routine room preparation, inventory and equipment maintenance are presented. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 1111 Medical Administrative Procedures *3 credits*

Prerequisite: Acceptance into Medical Assisting or Billing & Coding Specialist Program

Corequisite: MAST 1115

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 1115 Medical Terminology *2 credits*

This course is designed for the student in allied health technology and 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. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 1118 Human Diseases *2 credits*

Prerequisites: MAST 1115 and BIOL 1104

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 patients' understanding of their disease and treatment. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 1126 Clinical Practicum I *1 credit*

Prerequisites: MAST 1101, MAST 1111

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 1199 Seminar *1-6 credits*

This course will be a discussion of particular problems related to the students chosen program and areas of interest.

MAST 2205 Medical Law & Ethics *2 credits*

Series of lecture and discussion of medico-legal issues. Includes requirements for licensure certification and registration of medical professionals. Discussion and class exercises relate to the correlation of medical of office employees to the public, litigation in the medical workplace, use consent forms, patient rights and confidentiality, the medical record, and collection or patient accounts. Course includes lecture and discussion.

MAST 2212 Medical Transcription *3 credits*

Prerequisite: Medical Assisting or Medical Transcriptionist Program Acceptance

Presents introductory through advanced skills in medical transcription. Instruction includes the use of transcription equipment, computer word processing, formatting and use of appropriate medical forms, 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, punctuation of chart notes and letters, introduction of various medical reports, and 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 2215 Medical Laboratory Techniques *3 credits*

Prerequisite: MAST 1101 or ALTH 1101, MAST 1115 and BIOL 1104

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 2218 Medical Billing & Coding I 2 credits

Prerequisite: Acceptance into Medical Assisting Program or Billing & Coding Specialist Program, **Co-requisite:** MAST 1111, MAST 1115

Course provides the fundamental 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 terms are emphasized along with accurate abstracting of information from the office medical record. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 2219 Medical Billing & Coding II 3 credits

Prerequisite: MAST 2218

This course continues emphasis on CPT and ICD-9 coding skills and provides fundamentals of initiating, tracking and processing Medicare, Medicaid, Campus/Champva, Workers' Compensation and Disability Compensation claims.

MAST 2220 Emergency Medical Procedures 3 credits

Prerequisite: Acceptance in Medical Assisting or Phlebotomy Technician or Pharmacy Technician, MAST 1101 or ALTH 1101

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 2225 Clinical Practicum II 1 credit

Prerequisites: MAST 1126

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 2226 Clinical Practicum III 1 credit

Prerequisites: MAST 2225

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 2230 Pharmacology 2 credits

Prerequisites: Acceptance in Medical Assisting Program, MATH 1135

Presentation of the principles of pharmacology relating to the medical assisting profession. Instruction introduces the student to patient education regarding medications, researching drugs in a drug reference and correlation of drug therapy and pathophysiologic conditions. Knowledge and experience is gained through research of drug generic and trade names, usage, action, side effects, and contraindication in a drug reference book, and recording the information on pharmacology index cards. Course content includes pharmacology math, routes of medication administration and parenteral techniques most commonly administered in the medical office. Emphasis is placed on competency based skills and worksheet documentation to record oral and parenteral medications administered, dispensed, or prescribed during classroom simulation and the practicum experience. This course follows the CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 2240 Clinical Procedures 3 credits

Prerequisites: MAST 1101

Presents the theory and techniques required by the medical assistant to perform fundamental skills at intermediate and advanced levels. Procedure skills include those associated with Gastroenterology, Urology, Neurology, Obstetrics, Gynecology, Geriatrics, family medical practice, surgical, and specialty practices. Emphasis is placed on competency based skills and techniques used in male and female catheterization, enemas, patient instructions for GI testing, pre- and postnatal exams, Pap smears, assisting with minor surgical procedures, assisting with technical diagnostic procedures, and technique. This course follows CAAHEP/AAMA accreditation standards in place for Medical Assistants.

MAST 2297 Medical Assisting Review 2 credits

Prerequisites: MAST 2240, MAST 2215, MAST 2218
Co-requisites: MAST 2219, MAST 2220, MAST 2230

This course is designed as a review tool for the Medical Assisting student in preparation for the Certified Medical Assisting or similar Medical Assisting credentialing examinations, to aid students in recalling administrative, clinical and trans-disciplinary medical assisting principles, medical assisting guidelines, review of completed skill competencies for future employment, discovery of content areas needing review, and practice of computer-based test-taking skills.

NURSING - NURS

NURS 1101 Fundamentals of Nursing 6 credits

Prerequisite: Acceptance into the Nursing Program

Corequisites: NURS 1115, ALTH 1105, BIOL 2205 and MATH 1135

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 1105 Maternal Newborn Nursing 4 credits

Prerequisites: NURS 1101, NURS 1115, ALTH 1105, BIOL 2205 and MATH 1135

Corequisites: NURS 1120, BIOL 2206 and PSYC 1111

This course addresses the use of the nursing process and using clinical judgment to promote health in the childbearing family during the process of reproduction, pregnancy, labor, delivery and the postpartum periods. Attention is also directed toward the normal newborn, the newborn at risk and the principles of childhood growth and development. Emphasis shall be placed on nurse awareness of physical, nutritional, mental, emotional and social needs of the mother, the family and the child. Throughout the course, the dignity of the individual, appropriate communication skills, and pharmacological aspects of reproductive family centered 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 1107 Ethics in Nursing Practice 3 credits

Prerequisites: English 1101 and Pre-Nursing or Health Science student

This course is designed to introduce nursing students with the historical development of formal theories of ethics in Western Culture as it relates to issues in health care. The course includes the major ethical, spiritual

and moral issues that students may face personally and professionally as they transition from the role of student nurse to professional nurse.

NURS 1108 Introduction to Pathophysiology 2 credits

Prerequisite: Acceptance into Nursing Program

Corequisites: NURS 1101, ALTH 1105, BIOL 2206 and MATH 1135

This course is a study of the physical processes of the human body and how diseases can disrupt the body's ability to maintain homeostasis. Common diseases and disorders of selected body systems will be covered including diagnostic testing and treatment principles. Within the course content, the importance of patient-centered care, communication among the health care team, and legal and ethical principles will be regarded. Finally, the professional nurse's role in maintaining safety and improving quality of care for clients throughout the lifespan will be an underlying principle of the course.

NURS 1113 Trends in Nursing 2 credits

Prerequisites: NURS 1105, NURS 1120, BIOL 2206, and PSYC 1111

Corequisites: ENGL 1101 and NURS 1121

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 1115 Pharmacology I 2 credits

Prerequisites: Acceptance into Nursing Program

Corequisites: ALTH 1105, BIOL 2205, MATH 1135, and NURS 1101

Basic pharmacological aspects of patient-centered care throughout the lifespan are studied in this course. This includes building a foundation of knowledge of drug classification for major body systems, and discovering the connection between pathophysiology, pharmacology and nursing care related to drug administration. The roles and responsibilities of the professional nurse, together with ethical and legal consideration in drug administration will be explored. Application of the nursing process with regards to pharmacology will be discussed. The need for safety and reduction of risk through improvement of the drug administration process will be incorporated throughout the course, including review and testing of accurate dosage calculation.

NURS 1120 Medical Surgical Nursing I 6 credits**Prerequisites:** NURS 1101, NURS 1115, ALTH 1105, BIOL 2205, and MATH 1135**Corequisites:** NURS 1105, BIOL 2206, and PSYC 1111

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, urinary, musculoskeletal, and cardiac systems. 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 1121 Medical Surgical Nursing II 5 credits**Prerequisites:** BIOL 2206, NURS 1105, NURS 1120 and PSYC 1111**Corequisites:** ENGL 1101 and NURS 1113

This course continues the student learning from NURS 1120 using the identified framework described for that course. The content of this course continues with common conditions affecting hematological, lymphatic, neurological, integumentary systems, mental health, cancer and the terminally ill, vision, hearing, 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 personality development along with the influence of environmental factors on the patient, child or adult, and family.

**NURS 1190 Preparation for the NCLEX-
PN Exam** 2 credits**Prerequisites:** Third semester standing in Practical Nursing program**Corequisites:** NURS 1105, NURS 1113, NURS 1121, and, PSYC 1111

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.

**NURS 2200 LPN to ADN Student
Bridge Course** 3 credits**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 2205 Psychiatric Nursing 3 credits**Prerequisites:** NURS 1105, NURS 1113, NURS 1121, and PSYC 1111**Corequisites:** NURS 2210, NURS 2220, and ENGL 1102

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 2210 Advanced Health
Assessment** 2 credits**Prerequisites:** Acceptance in ADN program**Corequisites:** NURS 2201, NURS 2220, and PSYC 1110

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 2215 Pharmacology II 1 credit**Prerequisites:** NURS 2205, NURS 2210, NURS 2220, AND ENGL 1102**Corequisites:** NURS 2230 and PHIL 1107

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 2220 Advanced Concepts in Medical-Surgical Nursing I *6 credits*

Prerequisites: Acceptance into Associate Degree Nursing program

Corequisites: NURS 2201, NURS 2210, and PSYC 1110

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. Clinical concepts and pharmacological aspects of care are integrated into the content the course. Clinical practice experience will complement the theory as presented.

NURS 2230 Directed Nursing Practice *5 credits*

Prerequisites: NURS 2205, NURS 2210, NURS 2220, and ENGL 1102

Corequisites: NURS 2215 and PHIL 1107

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 2290 Preparation for the NCLEX- RN Exam *2 credits*

Prerequisite: sophomore standing in Nursing program

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. The course also includes methods to improve test-taking skills and to relieve stress.

OFFICE INFORMATION TECHNOLOGY - OFIT

OFIT 1106 Keyboarding Techniques I *3 credits*

In this course, students will master the computer keyboard by touch for personal use or in preparation for work in a business setting. Students will learn proper keyboarding technique while keying alphabetic, numeric,

and 10-key numeric keypad characters. Students will complete activities online, where drills will facilitate learning the keyboard and developing speed and accuracy. In addition, students will use Microsoft Word 2013 to demonstrate basic level production formatting of emails, memos, business correspondence, tables, business reports, manuscripts, and research papers.

OFIT 1107 Keyboarding Techniques II *3 credits*

Prerequisites: OFIT 1106 or touch keyboarding speed of at least 40 words a minute (WAM) for (10) minutes with five or fewer uncorrected errors. **Basic ability to format business correspondence, tables, reports, and manuscripts using Word 2013.**

This course further develops keyboarding skills and emphasizes the efficient production of correctly formatted email, memos, business correspondence, tables, business reports, manuscripts and research papers, graphics and imagery, business publications, and legal and medical documents using Microsoft Word 2010. Composition and decision-making skills related to prioritizing actions are developed through the use of in-basket projects.

OFIT 1130 Word Processing I (MOS 77-418) *3 credits*

Beginning word processing course using adopted Microsoft Word release edition. 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 in preparation for MOS Certification.

OFIT 1145 Interpersonal Skills *3 credits*

This course provides training in interpersonal skills and tips for managing people at work and is designed to help students focus on developing and practicing interpersonal skills in team-building, negotiating, conflict resolution skills, and empowerment through creative role-playing and constructive feedback.

OFIT 2231 Windows 7 (MOS-77-881) *3 credits*

This course will provide an understanding Windows Operating System basics as it pertains to files, folders, programs, desktop customization, adding software and hardware, troubleshooting and repair, security, and sharing of information.

OFIT 2232 Introduction to Business Management *3 credits*

This class introduces the student to the fundamentals of business. Special emphasis is placed on business in the global economic environment, organization and management, operations and technology, personal finance management.

OFIT 2236 Desktop Publishing & Office Applications *3 credits*

An overview of the purpose and description of desktop publishing covering basic layout and design capabilities using a hands-on approach on the computer. Students will be able to 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, brochures, booklets, promotional documents, and creating newsletters. Included will be integration between the various office applications of Word, PowerPoint, and Publisher.

OFIT 2240 Organizational Communication *3 credits*

This course covers effective communication techniques in business including concepts, perception, diversity, language, listening and responding, interpersonal skills, conflict resolution, teamwork, and supporting written communications techniques.

OFIT 2290 Internship *3 credits*

Prerequisite: completion of 25 credit hours in the Office Information Technology studies area with a grade of "C" in each course.

A supervised on or off-campus office work experience applying knowledge and skills learned in the classroom or on-line learning experience. Fourteen hours of work per week required for two credits. An on-campus semi-

nar or online learning seminar will be included for one credit hour.

OFIT 2299 Research Project *1 to 5 credits*

Prerequisite: sophomore standing

Independent study in the area office administration technology and office administration in a formal report, research paper, project, or a combination of these. Selection of the area of study or project is made in consultation and approval of the instructor.

PHILOSOPHY - PHIL

PHIL 1101 Introduction to World Philosophy *3 credits*

Prerequisite: ENGL 1101

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 basic philosophical beliefs of non-Western and 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 1102 Introduction to Western Philosophy *3 credits*

Prerequisite: ENGL 1101

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 1107 Ethics *3 credits*

Prerequisite: ENGL 1101

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.

PHYSICAL SCIENCE - PHYS

PHYS 1101 Introduction to Physical Science *3 credits*

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 1104 Physical Geology *4 credits*

This course introduces the concepts and principles of the Earth's materials and processes. Topics include: concepts of plate tectonics, mineral identification, rock formation, soils, stream development, ground water, seismology, volcanism, glaciation, energy and mineral resources, and their effects on man's environment and society.

PHYS 1115 Applied Physics II (Heat, Light, Sound) *3 credits*

Prerequisite: MATH 1118 or the equivalent
Corequisite: MATH 1118 or MATH 1120, or MATH 1141, or MATH 1142

This course introduces the student to concepts of temperature and effects of heat, heat and change of state, heat transfer, thermodynamics, harmonic motion, waves, sound, light and illumination, reflection, refraction, and dispersion of light and optical instruments. Demonstrations and laboratory work to complement class work.

PHYS 1117 Applied Physics I (Mechanics) *3 credits*

Prerequisites: MATH 1118 or the equivalent
Corequisite: MATH 1120, or MATH 1141, or MATH 1142

An introductory, algebra based, survey course suitable for applied science and pre-med assisting majors 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. Laboratory component is included.

PHYS 1121 Applied Physics III (Electricity and Magnetism) *3 credits*

Prerequisites: MATH 1118, or the equivalent
Corequisite: MATH 1118 or MATH 1120, or MATH 1141, or MATH 1142

An algebra based introductory course in electrostatics, magnetism, electromagnetism, electromagnetic induction and sources and effect of electric current, alternating current, circuits and introduction to concepts of atomic energy. Demonstrations and laboratory work to complement class work.

PHYS 1130 Astronomy *3 credits*

Prerequisites: MATH 101 or MATH 106 or MATH 1106 or equivalent

A descriptive course dealing with general principles of astronomy as well as recent discoveries in the realm of cosmology.

PHYS 1140 Physics for Allied Health Sciences *3 credits*

Prerequisite: MATH 117 or MATH 1117

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 2201 College Physics I *4 credits*

Prerequisites: MATH 1141 and 1142

Corequisite: PHYS 2211

An introductory, algebra based, survey course suitable for science and pre-med majors, 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, gravitation, waves and sound, heat and thermodynamics.

PHYS 2202 College Physics II *4 credits*

Prerequisites: PHYS 2201

Corequisite: PHYS 2212

A continuation of PHYS 2201 that introduction into electric charge, capacitance, resistance, inductance, circuits, magnetism, optics, quantum, atomic and nuclear physics.

PHYS 2211 College Physics Lab I *1 credit*

Corequisite: PHYS 2201

Laboratory component of PHYS 2201

PHYS 2212 College Physics Lab II *1 credit*

Prerequisite: PHYS 2201

Corequisite: PHYS 2202

Laboratory component of PHYS 2202

PHYS 2221 Physics for Scientists & Engineers I *4 credits*

Prerequisites: MATH 1141 and MATH 1142

Corequisites: MATH 2221 and PHYS 2231

An introductory, calculus based, survey course suitable for science and pre-med majors, 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, gravitation, waves and sound, heat and thermodynamics.

PHYS 2222 Physics for Scientists & Engineers II *4 credits*

Prerequisites: MATH 2221 and PHYS 2221

Corequisites: MATH 2222 and PHYS 2232

A continuation of PHYS 2221 including topics of elec-

tric charge, electric fields, Gauss' law, electric potential, capacitance, current and resistance, basic DC circuits, introductory magnetism, Ampere's law, optics, quantum, atomic and nuclear physics.

PHYS 2231 Physics for Scientists & Engineers Lab I 1 credit

Corequisite: PHYS 2221

Laboratory component of PHYS 2221

PHYS 2232 Physics for Scientists & Engineers Lab II 1 credit

Prerequisite: PHYS 2221

Corequisite: PHYS 2222

Laboratory component of PHYS 2222

PHYS 2240 Elementary Modern Physics 4 credits

Prerequisites: PHYS 2223/2233 and MATH 2223

This course 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 1104 American Government (The American Democracy I) 3 credits

This course is a survey concerning the fundamental theories of American democracy. The role of government and its relationship with its constituents will be examined at length. Particular attention will be paid to the origin of federalism along with the concepts of civil liberties and civil rights. A strong emphasis will be placed on the various interpretations of the U.S. Constitution throughout the evolution of American political thought as well. In addition, the emergence of the federal bureaucracy as a major player in U.S. public policy concerns will be discussed.

PSCI 1105 American Government (The American Democracy II) 3 credits

This course is a survey of the fundamental theories, events and personages of American political thought. Through the lens of politics, policy, diplomacy and war, political change and its repercussions will be examined. The socialization of thought and public opinion via the major two-party political system will be discussed. Interest group theory, along with the rise of the mass media and the role they play in the political system, will be topics of study. Besides these issues, the economic policy of the United States will be traced from its Hamiltonian origins to its major transformation during the New Deal era. Lastly, the foreign and defense policy from the inception of the Republic to the present day, with its

evolution from a weak de-centralized confederacy to the world's pre-eminent superpower, are to be investigated.

PSCI 1199 Seminar 1-9 credits

This course will be a discussion of particular problems related to the student's chosen program and areas of special interest.

PSYCHOLOGY - PSYC

PSYC 1108 College Success 2 credits

This is a performance-based course comprised of two components designed: (1) to introduce students to basic computer skills, Microsoft Word, Excel, and PowerPoint, internet, and library resources; (2) to increase student success in college by developing self-esteem, personal responsibility, self-motivation, resource management, study skills, and academic and career planning.

PSYC 1110 Principles of Psychology 3 credits

This course is an overview of psychology as a science. The course considers different conceptualizations of psychology, neuro-physiological bases of behavior, perception, sensation, sleep and consciousness, human assessment, personality, psychological conflict, motivation and emotion, abnormal behavior, psychotherapy, social psychology, learning and memory.

PSYC 1111 Life Span Human Development 3 credits

Prerequisite: PSYC 1110

A 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 2207 Human Growth & Development 3 credits

Prerequisite: PSYC 1110

This course will cover the growth and development of humans from conception to early adulthood.

PSYC 2225 Psychology of Addiction & Family Systems 3 credits

Prerequisite: HSSR 1105

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, and cultural aspects of addiction. The course will focus on many types of addiction including alcohol addiction, drug addiction, tobacco addiction, sex addiction, eating disorders, compulsive gambling, and other

emerging forms of addictive behavior. Class activities will include researching and reading journal articles, class discussion, as well as study from the assigned textbooks. This course will also focus on the impact of addiction on the family system and other relationships. Students will be exposed to the alteration of family 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.

PSYC 2241 Educational Psychology *3 credits*

Prerequisite: PSYC 1110

This course deals with the major theories of human development and learning, motivation, instructional strategies, assessment, and examines similarities and differences in learners. The role of factors in the students' learning and development are considered.

PSYC 2275 Abnormal Psychology *3 credits*

Prerequisite: PSYC 1110

This course is an overview of the current theories and research concerning the causes, symptoms, and treatment of various mental and behavioral disorders. Current mental health resources are examined and evaluated as to their effectiveness.

RESPIRATORY CARE - RESP

RESP 1100 Introduction to RT Profession *1 credit*

This introductory course will provide insight into the evolution of the respiratory therapist occupation. Students will learn about the credentialing and licensing bodies associated with the profession. The concepts of professionalism, confidentiality, teamwork, legal issues, ethical, cultural issues, and communication techniques will be integrated throughout the course.

RESP 1101 Fundamentals of Respiratory Care *5 credits*

Prerequisite: acceptance into Respiratory Care Program

Corequisite: RESP 1102, BIOL 2206 and PHYS 1140

This is an introductory course to establish basic clinical assessment skills needed by a respiratory care professional to initiate basic care to the patient. Patient assessment will include obtaining, evaluating, and treating abnormal findings of vital signs and pulse oximetry. The students will then learn appropriate charting methods. Low flow and high flow delivery devices for oxygen administration will also be included. The concept of utilizing therapist driven protocols and evidence based medicine will be introduced and implemented with each therapeutic modality.

The directed practice (clinical) will provide students with the hands-on experience to patients receiving respiratory therapy. Students will actively perform patient assessment and therapeutic skills acquired through lab skills

evaluations under the supervision of a staff respiratory therapist at local medical facilities. Students will observe therapists performing more advanced levels of respiratory therapy.

The course is designed to include the basic principles of medical terminology. 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.

RESP 1102 Cardiopulmonary Anatomy and Physiology *3 credits*

Prerequisite: Acceptance into Respiratory Care Program

Corequisite: RESP 1101, BIOL 2206 and PHYS 1140

This introductory course will provide a solid foundation in cardiopulmonary anatomy and physiology with relevant applied physiology as it relates to the profession of respiratory care. Knowledge in this course is essential for successfully completing respiratory therapy courses.

RESP 1107 Pharmacology for the Respiratory Therapist *1 credit*

Prerequisite: RESP 1101 and RESP 1102

Corequisite: RESP 1110, RESP 1115, RESP 1117 and ENGL 1101

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 1110 Respiratory Therapeutics *5 credits*

Prerequisite: RESP 1101 and RESP 1102

Corequisite: RESP 1107, RESP 1115, RESP 1117, and ENGL 1101

This course will be a continuation of oxygen therapy as discussed in RESP 1101 with the addition of bland aerosol and humidification. Administering and monitoring effectiveness of medicated aerosol therapy will be covered. Noninvasive and invasive airway clearance techniques and lung expansion devices will be presented. Students will learn the proper technique of attaining and analysis of arterial blood gases.

The directed practice (clinical) will provide students with the hands-on experience to patients receiving respiratory therapy. Students will actively perform patient assessment and therapeutic skills acquired through lab skills evaluations, under the supervision of a staff respiratory therapist at local medical facilities. Students will observe

therapists performing more advanced levels of respiratory therapy.

RESP 1115 Cardiopulmonary Disease 3 credits**Prerequisite:** RESP 1101 and RESP 1102**Corequisite:** RESP 1107, RESP 1110, RESP 1117 and ENGL 1101

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 1117 Pulmonary Diagnostics & Procedures 3 credits**Prerequisite:** RESP 1101 and RESP 1102**Corequisite:** RESP 1107, RESP 1110 and RESP 1115

The focus of this lecture course is to study the basic principles of electrophysiology, pulmonary diagnostics, and special procedures. Special procedures include bronchoscopy, thoracentesis, and chest tubes. Emphasis is placed on technical aspects as well as analyzing results. A detailed study of the electrocardiogram 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 2204 Pediatrics & Neonatal 3 credits**Prerequisite:** RESP 1107, RESP 1110, RESP 1115 and RESP 1117**Corequisite:** RESP 2205 and PSYC 1110

Students will learn the pathology, pathophysiology, diagnosis, and treatment of the cardiopulmonary diseases unique to the newborn and pediatric patient population. There will be discussion of the development of the fetus, high-risk pregnancies, and finally the role respiratory therapists play in labor and delivery.

RESP 2205 Critical Care I 7 credits**Prerequisite:** RESP 1107, RESP 1110, RESP 1115 and RESP 1117**Corequisite:** RESP 2204 and PSYC 1110

This course will further 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.

The directed practice (clinical) will provide students with the hands-on experience to patients receiving respiratory therapy. Students will actively perform patient

assessment and therapeutic skills acquired through lab skills evaluations, under the supervision of staff respiratory therapist at local medical facilities. Students will observe therapists performing more advanced levels of respiratory therapy.

RESP 2206 Critical Care II 8 credits**Prerequisite:** RESP 2204, RESP 2205 and PSYC 1110**Corequisite:** PSYC 1111 and BIOL 2210

This is an advanced course to 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.

The directed practice (clinical) will provide students with the hands-on experience to patients receiving respiratory therapy. Students will actively perform patient assessment and therapeutic skills acquired through lab skills evaluations under the supervision of a staff respiratory therapist at local medical facilities. Students will observe therapists performing more advanced levels of respiratory therapy.

RESP 2209 Respiratory Care in Alternative Settings 1 credit**Prerequisite:** RESP 2206**Corequisite:** RESP 2210 & RESP 2223

The focus of this lecture course is to inform students of alternative settings for providing respiratory care, rehabilitation, and related testing. Home care/ home medical equipment, pulmonary and cardiac rehabilitation, and hyperbaric oxygen therapy will all be covered. Students will also be exposed to various levels of management in the respiratory profession.

RESP 2210 Capstone 2 credits**Prerequisite:** RESP 2206**Corequisite:** RESP 2209 and RESP 2223

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 2223 Capstone Clinical 5 credits**Prerequisite:** RESP 2206**Corequisite:** RESP 2209 and RESP 2210

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 1171 Principles of Real Estate 3.25 credits (40 clock hours)

This is an introductory course is for the real estate major, and to the industry. It provides an overview of law, finance, appraisal and brokerage, and a more in-depth study of sales agent principles and practices. This course is required for the Ohio licensing exams.

Attendance at all sessions are mandatory by Ohio law (Ohio Department of Commerce, Division of Real Estate and Professional Licensing), failure to attend any session is an automatic fail.

REST 1173 Real Estate Law 3.25 credits (40 clock hours)

This course teaches Ohio and federal law as it relates to the real estate industry. This course is required for the Ohio licensing exams. **Attendance at all sessions are mandatory by Ohio law (Ohio Department of Commerce, Division of Real Estate and Professional Licensing), failure to attend any session is an automatic fail.**

REST 1174 Real Estate Math 3 credits

This course provides the student with a comprehensive real estate math program with a focus on real life application.

REST 2271 Real Estate Finance 2.25 credits (20 clock hours)

This course is a study of the role of financing in the real estate industry, ranging from nation-wide cycles of the finance market to the particularities of PMI, Fannie Mae, and FHA loans. This course is required for the Ohio licensing exams. **Attendance at all sessions are mandatory by Ohio law (Ohio Department of Commerce, Division of Real Estate and Professional Licensing), failure to attend any session is an automatic fail.**

REST 2272 Real Estate Appraisal 2.25 credits (20 clock hours)

This course focuses on the theory and methodology of real estate appraisal. Contextual materials, such as market analysis and mathematical study, and a detailed study of the three basic appraisal techniques are included. This course is required for the Ohio licensing exams.

Attendance at all sessions are mandatory by Ohio law (Ohio Department of Commerce, Division of Real Estate and Professional Licensing), failure to attend any session is an automatic fail.

REST 2273 Real Estate Seminar 2 credits

This course has a dual focus. As the capstone course for the real estate concentration, REST 2273 offers students an opportunity to review all course material covered in preceding REST courses. In addition, this course pushes students to analyze and understand the current real estate environment, as well as to make realistic projections of future trends.

REST 2274 Real Estate Brokerage 3 credits

This course provides an overview of real estate brokerage operations.

SOCIOLOGY - SOCI

SOCI 1107 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 an introductory sociological perspective of diversity. Basic theories of race, ethnic, cultural, and gender relations will be examined as well as the consequences of conflict, prejudice, and discrimination in the United States.

SOCI 1120 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 1150 Marriage & Family 3 credits

The purpose of the course is to provide the student with the basic principles and perspectives needed for the consideration of factors that affect dating, marriage, divorce, life span, issues and alternatives to traditional family roles and relationships.

SOCI 1170 Introduction to Sociology 3 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 1199 Seminar 1-6 credits

This course will be a discussion of particular problems related to chosen program and areas of interest.

SOCI 2201 Personal & Human Relations 3 credits

This course presents a framework for interpersonal relationships both personally and professionally.

SOCI 2230 Social Problems 2 credits

This course is a comprehensive sociological inquiry into the nature and prevalence of modern social problems. This course will explore the origins, current social implications, and possible solutions for each of these problems.

SOCI 2231 Juvenile Delinquency 2 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 2232 The Criminal Justice System 2 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.

THEATER - THEA**THEA 1101 Acting Practicum** 3 credits

Students will participate as actors in a Southern State Community College theatre production. An audition is required. This course may be taken three times for credit (with permission of instructor/director) may be repeated thereafter without credit.

THEA 1104 Technical Practicum 3 credits

Students will participate as stage managers or crew members (set, properties, costumes, lighting, sound, house, dramaturgy, etc.) in a Southern State Community College theatre production. An application/interview is required. This course may be taken three times for credit (with permission of instructor/director) may be repeated thereafter without credit.

THEA 1121 Introduction to Theatre 3 credits

This course is a broad overview of the theater. It includes a basic view of the art form itself, audience and criticism, the play, the history and development of theater as well as an overview of the processes involved in production. Trends in theatre today will also be explored.

THEA 1131 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, and monologue/scene performance. Various acting techniques and styles will be explored. Students will also learn and utilize basic acting terminology.

THEA 1132 Acting II 3 credits

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. Acting and stage vocabulary will be reinforced.

THEA 1140 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. Costumes, lighting, and sound will also be explored to some degree.

THEA 2220 Script Analysis 3 credits**Prerequisites: THEA 1121 & ENGL 1101**

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/technician, and actor.

THEA 2231 Advanced Acting 3 credits**Prerequisite: THEA 1132**

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/mime, monologue, and scene performance. Students will also explore different acting techniques and styles. Acting and stage vocabulary will be reinforced. This course may be taken twice for credit (with permission of instructor); may be repeated after without credit.

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