

Southern State
Community College

Catalog
2018-2019

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 Lead 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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BROWN COUNTY CAMPUS

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

CENTRAL CAMPUS

100 Hobart Drive
Hillsboro, OH 45133
937.393.3431

FAYETTE CAMPUS

1270 US Route 62 SW
Washington C.H., OH 43160
740.333.5115

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,

A handwritten signature in dark ink, appearing to read "Kevin S. Boys".

Kevin S. Boys, Ed.D.

General Information



General Information

Accreditation

- Southern State Community College is accredited by the Higher Learning Commission. [230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 | 800.621.7440]
- The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., [3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000] and has full approval by the Ohio Board of Nursing [77 South High Street, Suite 660, Columbus, Ohio 43215-3947, (614) 466-3947].
- 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 Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs | 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763, (727) 210-2350
- The Practical Nursing program has the full approval of the Ohio Board of Nursing [77 South High Street, Suite 660, Columbus, Ohio 43215-3947, (614) 466-3947].
- The Respiratory Care program holds Continuing 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 -- In August 2014, the Brown County Campus, located at the heavily trafficked intersection of Highway 32 and Brooks-Malott Road, was opened as a replacement campus to the original "South" Campus in Fincastle, Ohio. Equipped with cutting edge science and technology laboratories, this campus quickly realized enrollment gains in its first year of operation and aided the College in becoming more firmly rooted among the Brown County communities.

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.

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:
Accreditation Commission for Education in Nursing, Inc.

Adams County Chamber of Commerce

American Alliance for Health, Physical Education, Recreation and Dance

American Association of Collegiate Registrars and Admissions Officers

American Association of Community Colleges

American Association of Medical Assistants

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

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 Network for Associate Degree Respiratory Care (NN2RC)
 National Women Work
 North Central Association of Colleges and Schools
 Ohio Academic Advising Association
 Ohio Alliance for Health, Physical Education, Recreation & Dance
 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 for Student Development
 Ohio Council of Associate Degree Nursing Education Administrators
 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 of Practical Nurse Educators
 Ohio Teachers of English for Speakers of Other Languages
 Ohio Transfer Council
 Ohio Two-Year College Placement Association
 Organization for Associate Degree Nursing
 Organization for Associate Degree Nursing-Ohio Chapter
 Organization for the Advancement of Associate Degree Nursing
 Popular Culture Association
 Rural Ohio Valley Health Sciences Library Network
 Servicemembers Opportunity Colleges (SOC) Consortium
 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, Franklin University, Kettering College of Medical Arts, Lindsey Wilson College, Miami - Jacobs Career College, Miami University - Middletown, Nyack College Miami Valley, Ohio Christian University, 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 and reciprocity agreements with a number of colleges and universities. Students should talk to their advisor concerning preparation to transfer.

Transfer Module

The Ohio Department of Higher Education 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 Department of Higher Education 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:

- Antioch Midwest University
- Bellevue University
- Bowling Green State University
- Capital University
- Chamberlain College of Nursing
- DeSales University
- DeVry University – Columbus
- Franklin University
- Herzing University
- Indiana Wesleyan
- Kaplan University
- Lindsey Wilson University
- Miami University
- Ohio Christian University
- Ohio University – Chillicothe
- Otterbein
- Shawnee State University
- Union Institute & University
- University of Cincinnati
- University of Cincinnati – Blue Ash
- University of the Cumberlands
- University of Phoenix
- Western Governors University
- Wilmington College
- Wright State University

Contact the Academic Affairs Office for specific program information.

Reciprocity Agreements

- Ashland Community & Technical College
- Eastern Kentucky University
- Gateway Community & Technical College
- Maysville Community & Technical College
- Morehead State University
- Northern Kentucky University

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. 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, Ext. 2607 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, Medical Assisting and Allied Health Programs. Refer to program information under the "Academic Programs" section of this catalog. Students who intend to apply for admission to Respiratory Care must contact the Respiratory Care Director for specific requirements. The College reserves the right to deny admission to any course or program in which there is documentation to indicate that the student can not succeed with reasonable accommodation.

It is important for prospective nursing students, medical assisting students, or allied health students to know that a past felony or misdemeanor conviction may disqualify him/her from taking the state licensure and/or credentialing examinations. See the appropriate Program Director 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 Brown County 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 Admissions 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 Admissions 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 degree seeking students or students planning to take any math or English 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 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. College Credit Plus Program

The purpose of the College Credit Plus (CCP) Program is to provide students in 7th grade through 12th grade 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 College Credit Plus (CCP) Program.

Criteria for Admission

1. Complete the SSCC CCP application and submit it along with your high school transcripts/academic record and ACT/SAT scores (if applicable) to the SSCC Records Office.
2. After SSCC receives the student's CCP application and transcript, the student will

be contacted to schedule the SSCC

English/math Placement Assessment to determine college readiness in at least one subject area. Students may substitute an ACT English score of 18 or higher or a math score of 22 or higher in place of the Placement Assessment. CCP students, or potential CCP students, may re-test one time per academic year.

3. 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.
4. All College Credit Plus applicants will receive notification of acceptance or denial in writing once their application file is complete.
5. First time CCP students taking courses on a SSCC campus, must meet with a designated CCP advisor; listed in the student's acceptance letter.
6. All new students are required to attend a New Student Orientation prior to the beginning of their first semester. Orientation information will be sent to the student after he/she has registered for college courses.

CCP Guidelines

1. Students enrolling in the program will be expected and required to perform at the same level as all regular students. CCP 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 CCP program are not permitted to repeat courses and have those courses subsidized through the CCP program. 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.
3. 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.
4. 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 the College Credit Plus program, the College reserves the right to communicate student record information with appropriate official(s) of the home high school.

5. SSCC will assign all CCP students with an academic advisor after the first semester has begun. Students should see their academic advisor prior to registration of each semester.
6. College Credit Plus will not fund remedial courses in SSCC English 0099 or below, MATH 1106, 1116 or 1118 or other courses as outlined by state.
7. Students are permitted to participate in the CCP program during summer, fall, and spring semesters.
8. The state of Ohio requires any male student between the ages of 18 and 26 to be registered with Selective Service to be eligible for the in-state residency (for tuition purposes) at Ohio public colleges and universities.

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.
- **Students with Disabilities** - If you require special accommodations for the placement test, please contact the Disability Coordinator at 937.393.3431 x2604.

Students may take the placement test twice during their first academic year (first test and one retest). During future academic years, students are limited to one retest per year. Students are encouraged to retest if:

- results from the first test indicate a need for developmental courses
- test results do not reflect student's prior learning

The higher score from either test will be used for placement. Students may not take the placement test after enrolling in a course or sequence that is developmental in nature (ex. ENGL. 0097, ENGL. 0099). Placement tests may not be used as a substitute for passing developmental course(s).

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.
- Three-quarter-time student: A student who is enrolled for 9-11 credit hours.
- Half-time student: A student who is enrolled for 6-8 credit hours.
- Freshman: A student who has earned 29 credit hours or less
- Sophomore: A student who has earned 30 credit hours or more.



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 Department of Higher Education 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 Department of Higher Education 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 unless such grants, scholarships and awards require residency of another state or nation.
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 as a dependent, as defined in 26 U.S. Code section 152, dated 2011 on the filer'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, "Teach for America," or any similar program as determined by the chancellor of the Ohio Department of Higher Education; or
 - b) An elected or appointed public official for a period of time not exceeding twenty-four consecutive months.
8. "Alien" means a person who is not a United States citizen or a United States national.
9. "Immigrant" means an alien who has been granted the right by the United States citizenship and immigration services to reside permanently in the United States and to work without restrictions in the United States.
10. "Nonimmigrant" means an alien who has been granted the right by the United States citizenship and immigration services to reside temporarily in the United States.

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 of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile shall include both of the following documents:
 - 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 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, has been declared to be missing in action or a prisoner of war, or is deceased after discharge, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division. Domicile as used in paragraph (C)(4)(b) of this rule shall have the same meaning as used in paragraph (C)(3)(b) of this rule.

5. A veteran who is the recipient of federal veterans' benefits under the "All-Volunteer Force Educational Assistance Program," 38 U.S.C. 3001 et seq., or "Post-9/11 Veterans Educational Assistance Program," 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all of the following criteria:
 - a) The veteran served at least ninety days or active duty.
 - b) The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.
 - c) The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.
6. A person who is the recipient of the federal "Marine Gunnery Sergeant John David Fry" scholarship or transferred federal veterans' benefits under any of the programs listed in paragraph (C)(5) of this rule, if the person meets both of the following criteria:
 - a) The person enrolls in a state institution of higher education.
 - b) The person lives in the state as of the first day of a term of enrollment in the state institution of higher education. In order to qualify under paragraph (C)(6) of this rule, the veteran's period of active duty must have been at least ninety days.
7. A person who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from a high school in this state or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code, 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 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's 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. However, a student shall not be granted residency status if the alien is not also an immigrant or a nonimmigrant.

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 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 residents 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 fifty percent 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 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 paragraph (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 the 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 chancellor of the Ohio Department of Higher Education 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 \$1660 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	\$172	\$326
2	\$342	\$647
3	\$513	\$975
4	\$685	\$1,298
5	\$856	\$1,622
6	\$1,025	\$1,945
7	\$1,198	\$2,271
8	\$1,367	\$2,597
9	\$1,539	\$2,922
10	\$1,708	\$3,242
11	\$1,882	\$3,570
12	\$2,213	\$4,185
13	\$2,230	\$4,213
14	\$2,247	\$4,239
15	\$2,266	\$4,269
16	\$2,266	\$4,269
17	\$2,266	\$4,269
18	\$2,266	\$4,269
19	\$2,951	\$5,568
20	\$3,121	\$5,888
21	\$3,291	\$6,214
22	\$3,461	\$6,536
23	\$3,633	\$6,860
24	\$3,802	\$7,187
25	\$3,974	\$7,512



Fees at Southern State

Additional fees that may be applied:

- Career Services Fee
- Facility Fee
- Laboratory Fee
- Online Course Fee

Such 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. 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 My Records and then Account Information. Credit card payments may also be made by calling 1-800-628-7722.

Other Payment options available are as follows:

- A contractual Deferred Payment Option is 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 no 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 those 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.

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>Action completed:</i>	<i>All Students</i>
Before start of Semester (course drop)	100%
By the last day of the second week* (course drop)	100%
After second week (course withdrawal)	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.

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. To determine eligibility for Ohio War Orphans Scholarship, visit www.ohiohighered.org/ohio-war-orphans.

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 costs 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	\$4532
Books & Supplies	\$2050

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

Living Allowance	\$3200	(Independent Student)
	\$1660	(Dependent Student)
Transportation	\$2310	(Average cost for commuter student)
Miscellaneous fees	\$1000	(Lab and misc. fees)



Financial Assistance

Applying for Financial Aid

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 prior two years
- Records of any untaxed income received in the household prior two years (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

Apply for a Federal User ID and password at: www.studentaid.gov/fsaid. All students and at least one parent, if using parent's information on FAFSA, must have a User ID and password. This is your electronic signature on the FAFSA application. All interested students must complete and submit the FAFSA every academic 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.



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, the Federal Supplemental Educational Opportunity Grant and the Ohio College Opportunity Grant (OCOG) *summer only*. 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. Loans are available to our students through the William D. Ford Federal Direct Loan Program. Students must be enrolled in at least six (6) semester hours to borrow a student loan.

FEDERAL COLLEGE WORK STUDY

(FCWS) provides employment opportunities for interested students, upon completion of the FAFSA. 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 - \$9.50 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 . . .

- to complete all application forms accurately and submit them on time to the right place.
- to 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.
- to 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.

- to be responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- to accept responsibility for all agreements that you sign.
- to perform the work that is agreed upon in accepting a Federal Work-Study award.
- to be aware of and comply with the deadlines for application or reapplication for aid.
- to repay, according to the repayment provisions of the loan fund, all loans that you accept and use for educational expenses.
- to be responsible for maintaining a minimum registration of (six) 6 semester hours if you are a student employee or a student loan borrower.
- to 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. Electives required by the declared major 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 recommended that you 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 29 semester hours) or a 2.00 as a sophomore (earned 30 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.

- 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 may receive financial aid for up to 90 semester hours (see Maximum Time Frame regulations in this catalog).
- A student may appeal the Maximum Time Frame regulation 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 29 earned semester hours must maintain a cumulative grade point average of at least a 1.75 or above.
 - b. A student who has earned 30 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** – Students must successfully complete a minimum of 67% of total attempted hours each term. Pace is calculated as cumulative successful hours/cumulative 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 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.

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. The faculty will give the student the semester following the grade of Incomplete to complete the coursework. If the work is not submitted, the grade will become a failing grade and count as a non completed course.

Repeated Courses: Federal aid students may retake a course one time only for grades “D” or above. Grades of F, W, WI, N, or U may be repeated more than one time, or until a passing grade has been achieved. An exception to this regulation would be if the course is required for selective admission into a program. Contact the financial aid office for assistance. 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.

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 must appeal to the Director of Financial Aid by completing the Maximum Time Frame Appeal. 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 needs additional semester hours because they are transferring to another university and the transfer university requires additional coursework that can be provided at Southern State, the student may complete a Maximum Time Frame Appeal with documentation from the accepting university, listing the additional required courses they will accept from Southern State. The documentation from the accepting university must be on university letterhead. The MTF Appeal form can be found on the www.ssc.edu website as listed above under the “Forms” section.

Clean Slate: Southern State Community College has a Clean Slate Policy which allows students to petition to have prior grades expunged from their academic record. Financial aid recipients who petition for a clean slate for any prior coursework as outlined in the Clean Slate Policy and are still subject to meeting all requirements of the Satisfactory Academic Progress standards listed above. All attempted courses are considered in the evaluation of both qualitative (grade point average) and progress. Students may appeal their satisfactory academic progress to the financial aid office.

Consequences of not meeting the Satisfactory Academic Progress Policies and Regaining Eligibility:

Students who fail to meet any of the required two components of the SAP (GPA or PACE) 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. 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 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.

Pell Grant Regulations

Southern State has a policy of disbursing aid after the official College Drop/Add Period. 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 Financial Aid Office 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 Expected Family Contribution (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 Financial Aid Office 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.

Change in enrollment status between semesters (recalculation required)

In a semester program that uses semester hours, the Financial Aid Office 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 Financial Aid Office 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 Financial Aid Office 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 Financial Aid Office 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 Pell Grants 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. Student loans will be disbursed based on the number of semester hours attending at the time of disbursement.

Return of Title IV Funds Policy

1. If a student does not complete an entire term, they may be subject to *Return of Federal Financial Aid*.
2. 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 completely withdrew from all classes. A student who remains enrolled beyond the 60% point earns all aid for the period.
3. 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.
4. 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.
5. 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.
6. The withdrawal date is:
 - The date the student notifies the College Records Office and completes an official withdrawal form.
 - Students who do not notify the College officially of their intent to withdraw and stop participating in all classes the withdrawal date will be the last known date of recorded participation in classes or an academically related activity.
7. 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.
8. 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.
9. The student's share is the difference between the total unearned amount and the institution's share.
 10. 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
 - Parent Plus Loan
 - Federal Pell Grant
 - Federal Supplemental Educational Opportunity Grant
 11. The institution must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew.
 12. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.
 13. 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).
 14. 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.
 15. 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 completely withdraws 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."
 16. Post withdrawal disbursement: If a student completely withdraws from classes prior to financial aid being disbursed, a calculation is completed to determine the amount of financial aid the student earned. If the student is due a portion of their financial aid after this calculation the College will apply the earned funds within 30 days of the determination of the student's withdrawal to the student's tuition, fees, books or supplies if the funds earned were grant funds. If the financial aid disbursement includes student loans the Financial Aid Office will notify the student in writing of available funds and the student must contact the Financial Aid Office within 14 days of the notification to grant

permission for any student loan disbursements. If the student does not authorize the student loans within the 14 days the loan will be cancelled. First time student loan borrowers who do not complete the first 30 days of the term will not be eligible to receive any student loan funds.



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 are 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 are 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*	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	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	\$3500 for 1st yr. stud. \$4500 for 2nd yr. stud.	6	FAFSA Student Loan Request Form	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 Loan Request Form	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 Parent Plus Loan Request Form www.studentloans.gov	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. Apply through the War Orphans Board at the Ohio Board of Regents.
OHIO COLLEGE OPP. GRANT (OCOG)	State	Tuition only	1	FAFSA by October 1	Applies to Summer only. Students must have attended both Fall and Spring Semesters and received Pell Grant Funds.

**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, writing to the Registrar's Office, Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133, or by visiting <http://www.sccc.edu/students/campus-safety.shtml>.

Student Success Center

The Student Success Center encompasses four departments - Tutoring, Retention, Advising, and Career and Counseling services. The main offices are located on the Central Campus in Hillsboro. The main goal of the Center is to provide assistance necessary for the academic success of all students, ensure each student a pathway to degree completion, and make available resources for achieving academic and career goals.

The Center promotes initiatives that help students connect to campus resources and monitor their academic work. The Center encourages students to participate in campus activities, clubs, and programs as a means of creating a sense of community.

The four departments provide the following student support services:

Tutoring Services

The Tutoring Center offers one-on-one mentoring, drop-in labs and online labs at all campuses and is committed to providing free, quality tutoring assistance and resources necessary to ensure the academic success of all current students. The Tutoring Center offers one-on-one mentoring and drop-in labs at all campuses. Lab sessions can last no more than two hours and one-on-ones are one-hour per day. While a tutor cannot be guaranteed for every subject, every effort will be made to fill any request received.

The mission of the Tutoring Center is to develop

independent responsible lifelong learners by promoting active learning, increasing student motivation, and instilling confidence. The center strives to create an open inviting atmosphere conducive to learning. Tutors will seek to identify learning styles and assist students in developing sets of learning strategies which address their needs.

The SSCC tutor training program is officially certified by the International Tutor Training Program Certification (ITTPC) through the College Reading and Learning Association (CRLA) to ensure quality tutoring services. All tutors must complete Level I training by the end of their first semester to tutor. Upon completion of each level of tutor training and documented tutoring experience, tutors receive certificates for Level I Certified Tutor, Level II Advance Tutor and Level III, Master Tutor.

The Tutoring Center also sponsors these free, pre-semester, hands-on workshops:

- **Computer Fundamentals** (Microsoft Word, Excel, and PowerPoint) for students needing more help with basic computer skills
- **Online Success** (MyELearn) for students enrolling in online classes to learn how to use various tools through a simulated online course.
- **SSCC Web Tutorials** to ensure that students are logged into student portals and know how to utilize them.
- **ACCUPLACER Test Prep** for students desiring to place into a higher level math or English course should visit <http://www.sccc.edu/services/tutoring.shtml#success-workshops> for more information.

Connect with Tutoring

Students can make appointments with tutors to fit their own schedules or may drop in at any time without an appointment at one of our drop-in Math or Writing labs. To connect with a tutor or find out lab hours:

- Visit [www.sccc.edu](http://www.sccc.edu/services/tutoring.shtml) or [www.sccc.edu/ services/tutoring.shtml](http://www.sccc.edu/services/tutoring.shtml).
- Click Student Life> Tutoring Center> Find a Tutor> Tutor Request Application
- Fill out Request Form and submit electronically or complete and turn in to a campus office associate or a tutor.
- Click on Tutor Directory for a complete listing of drop-in labs and one-on-one tutors with contact information.
- Students may also contact a campus office associate or the Tutoring Center at (800) 628-7722, ext. 2881 or 2882

If a student cannot attend a scheduled tutoring session, they must notify the tutor at least two hours in advance or call ext. 2881 or 2882 to cancel. Students may lose tutoring privileges for failure to notify tutors of cancellations.

Retention Services

Student Success Center staff provides in-depth, hands-on guidance and assistance to first-time community college students who require preparation courses, who need assistance in locating and utilizing campus/community resources, and who need help with academic progress.

AmeriCorps College Completion Coaches assist all first year students with tools to help guide students one-on-one with:

- career and major exploration,
- risk factor identification and campus resources to address those risks,
- financial aid and scholarship opportunity,
- study skills assistance, and
- student engagement in college life /classroom experience

The Student Success Center actively monitors student progress through Early Alert Messages, mid- semester grades, and other academic status reports. When a report is received, staff will notify the student and assist with resources necessary to help the student get back on track.



Advising Services

Students begin their academic process with an Academic/Career Advisor to determine their desired career pathway and plan course work based on assessment needs. Students are then encouraged to meet each term with their academic/career advisor or faculty advisor in advance of each semester priority registration period to revisit current academic pathway and plan semester course options.

The mission of the Advising Center is to work collaboratively with students and faculty in developing educational pathways, identifying resources consistent with personal, academic, and career goals, and providing all support necessary for student success.

Academic/Career Advisors, available at all campus locations, are knowledgeable in all matters pertaining to student enrollment. This includes registration, late registration, add/drop of classes, withdrawals, and waitlists; college policies and regulations, i.e. grading system, clean slate, repeat policy, and waitlist; referrals to other services such as career, counseling, disabilities, financial aid, and tutoring; SSCC degree offerings, articulation agreements, and continuation partnerships

with other institutions of higher education.

Primary advising duties include but are not limited to the following:

- The selection and scheduling of semester courses based on chosen academic program
- Use of career discovery resources
- Development of course program maps for all SSCC degree programs
- Presentation of Student Success workshops
- Use of proactive advising to identify student needs
- Communication with and monitoring of students on academic warning
- Creation and monitoring of Academic Probation Plans
- Mentoring students on academic warning or probation.

Connecting with an Academic/Career Advisor

Scheduling appointments: Students can schedule an appointment with an advisor by either visiting the Advising Center (Central Campus), connecting with the Office Associate on each campus, or by calling the Advising Center at 800.628.7722, ext.2825.

Walk-ins: The Advising Center welcomes drop-ins for students with a quick question or short need taking 15 minutes or less. Students need to be aware that drop-in opportunities could expect considerable wait times during busy times such as the first week of registration, orientations, and placement testing days. Appointments will be managed on a first come, first served basis.

Cancelling appointments: If students are unable to keep an appointment at any campus, please call ext. 2825 to cancel or reschedule as early as possible. Students arriving 10 or more minutes late may be asked to reschedule their appointment.

Course Load Recommendations: Many students have difficulty deciding how many hours to enroll in each semester because of other outside obligations. The advising tool in this section lists a formula that can help students determine the correct number of credit hours to enroll in. Working with your academic or faculty advisor along with advising resources such as the “Course Load Recommendations” formula can help with these decisions.

What is meant by course load? Course load is the total number of credit hours in which you enroll in for a semester. Consider restrictions imposed by financial aid, scholarships, and your own commitments. Advisors usually suggest that first-year, full-time students enroll in approximately 12 credit hours their first semester.

Please note: While a full load is 12 credit hours, a student must carry 15 credit hours each semester to complete most degrees in a timely manner.

For every one credit hour in which you enroll, you will spend approximately two to three hours outside of class studying. Therefore, to help determine the course load most appropriate for you, use the following formula:

- 3 credit hours (1 course) = 3 hours in class per week = 6-9 hours study time per week.
- 12 credit hours (4 courses) = 12 hours in class per week = 24-36 hours study time per week.

Full time students enroll in 12-18 credit hours per semester. Part time students enroll in 1-11 credit hours per semester. The course load that is best for you depends on a variety of factors, such as other commitments, study skills, time management skills, and self-discipline. To determine the course load which is most appropriate for you, please refer to the following guidelines:

Employment Obligations - *Course Load if Working:*

- 40 hours per week - 3-5 credit hours
- 30 hours per week - 3-9 credit hours
- 20 hours per week - 6-12 credit hours
- Less than 20 hours - 12-18 credit hours

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 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 desires.

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 surrounding 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

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.

Veteran Workforce Training and Education

SSCC will work to provide better access and success for service members and veterans in postsecondary education and training while improving the transition to civilian work. Services provided will include:

- An online tool for exploring careers, searching programs in Ohio and providing consumer reporting information on earnings and employment outcomes for each program. This website should include special information targeted to service members and veterans regarding shortening the time to receive a credential or degree through:
 - o Expanding credit for prior learning;
 - o Articulation and transfer agreements;
 - o Bridge programs;
 - o Applied Baccalaureate degrees; and
 - o Online tools.

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.

Grievance Procedure Under the Americans with Disability Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Southern State Community College. The College's personnel policy governs employment related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or tape recordings of the complaint, will be made available for persons with disabilities, upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

Southern State Community College
Coordinator of Disability Services
100 Hobart Drive
Hillsboro, OH 45133

Within 15 calendar days after receipt of the complaint, the Coordinator of Disability Services, or his/her designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Coordinator of Disability Services, or his/her designee, will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain the position of the College and offer options for substantive resolution of the complaint.

If the response by the Coordinator of Disability Services, or his/her designee, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Vice President of Student Affairs and Enrollment Management or his/her designee.

Within 15 calendar days after receipt of the appeal, the Vice President of Student Affairs and Enrollment Management or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Vice President of Student Affairs and Enrollment Management or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Coordinator of Disability Services, or his/her designee, appeals to the Vice President of Student Affairs and Enrollment Management, or his/her designee, and responses from these two offices, will be retained by the College for at least three years.

Valuing Our Veterans | Support & Assistance Policy

Southern State Community College (SSCC) seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, SSCC has adopted this policy as required by Ohio Revised Code Section 3345.421 (B). The purpose of this policy is to set forth the support and assistance SSCC will provide to service members and veterans.

In alignment with Ohio Revised Code Section 3345.42, this policy utilizes the definitions for “service member” and “veteran.” “Service member” means a person who is serving in the armed forces of the United States. “Veteran” means any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

Support and Assistance Provided to Service Members and Veterans

SSCC will:

- Refer service members and veterans to proper local, state and/or federal agencies in the event SSCC believes that the service member or veteran is eligible for services;
- Work with the Ohio Department of Higher Education (ODHE) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;
- Work with other Ohio institutions of higher education to disseminate and share promising practices for serving service members and veterans effectively;
- Promote veteran-friendly campuses by utilizing the ODHE’s structure to disseminate and share promising practices statewide for serving service members and veterans effectively;
- Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;
- Create “safe zones” for service members and veterans through a student service member/veteran club, organization, or association and campus-wide awareness training;
- Provide a portion of student orientation (or a separate session) specifically for service members and veterans;
- Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day;
- Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success;
- Empower those working directly with service members and veterans to provide services designed to promote educational achievement;
- Providing training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on each campus;
- Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI Bill benefits, as well as services and assistance offered by the institution;

- Continue to work with the legislature, workforce and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. (This may include, but is not limited to, issues such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.); and

- Ensure the campus community is aware of benefits associated with the new Post 9/11 GI Bill and actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

College Bookstores

The College provides bookstores for the convenience of students and faculty. Textbooks and supplies may be purchased in the campus bookstores located at the Central Campus in Hillsboro and the Brown County Campus in Mt. Orab. Books and supplies may also be purchased online at www.sccc.edu.





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

After students have met with an advisor and registered for classes, they will receive a letter inviting them to New Student Orientation.

New Student Orientation is a great way to connect with SSCC! It is also a time to meet other students. During orientation, students will learn about all the free services available to them as students. ID cards will also be made and students can purchase books on the night of orientation.

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 an SSCC Title IX Coordinator. The Title IX Coordinators are:

- Vice President of Student Affairs & Enrollment Management (Lead Coordinator):
(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 harassment. Likewise, no retaliatory actions will be taken against any individual who assists or cooperates with the College in the investigation of sexual harassment complaints.

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



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

Students can obtain a student ID card in the library. All students must present their current class schedule and a valid photo ID. Replacement ID cards can be picked up in the library after the \$10 replacement ID fee is paid.

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
 Brown Co. 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. Students can sign up for alerts at:

<http://www.sccc.edu/students/alerts.shtml>.



Student Life

Athletics

Currently, the College offers the following sports:

- Men's Soccer
- Women's Soccer
- Men's Basketball
- Women's Basketball
- Women's Softball

Students wanting 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) -- 12 credit hours (full time status) and a 2.0 GPA after the first semester of attendance and a 2.25 GPA entering the second season. Students who attend any Southern State campus are able to participate.

Southern State is an active member of the USCAA and this allows the College to compete for National Championships in each sport offered by the College.

Men's and women's soccer is held at the Central Campus in Hillsboro. Men's and women's basketball is held at the Patriot Center on Central Campus in Hillsboro. Women's softball is held at the Central Campus in Hillsboro.

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 at (937) 393-3431, extension 2697 or visit www.sccc.edu/athletics. Interested students may also go online and complete the Prospective Athlete Form: <http://www.sccc.edu/athletics/prospective-student-athlete.shtml>.

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 Student Organization
- Patriot Campus Ministry
- Phi Theta Kappa Honor Society
- Respiratory Care Club
- 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.

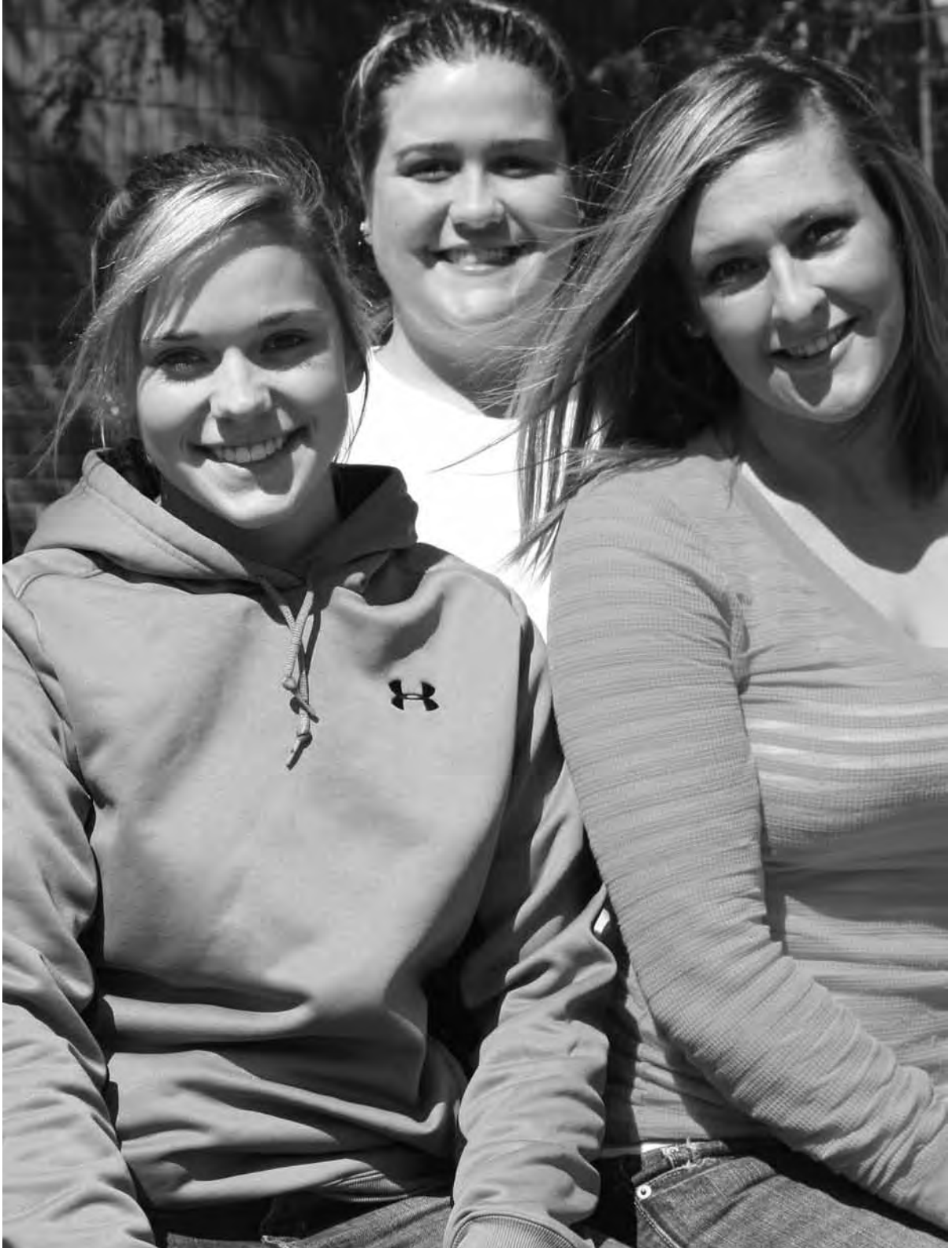
The following guidelines apply to all SSCC student organizations, clubs and activities:

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 and technology resources, including but not limited to:
 - a. Unauthorized access of a file, account, or record, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file or data.

- c. Unauthorized use of another individual's identification and password.
 - d. Use of College computing resources to interfere with the work of another student, faculty member or College official.
 - e. Use of College computing resources to send threatening or harassing communications, or to view pornography.
 - f. Use of College computing resources to interfere with normal operations of the College's computing systems.
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.

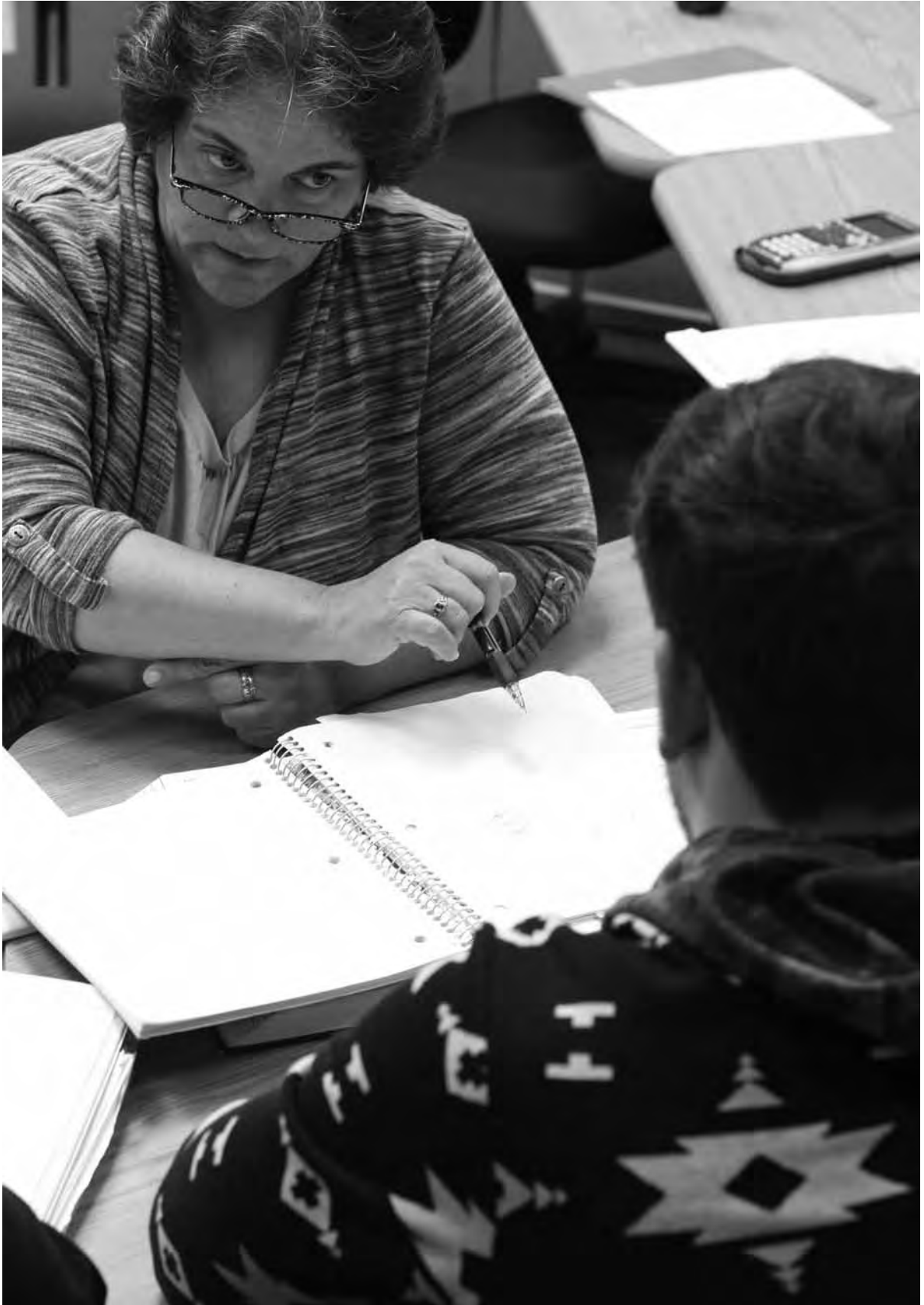
In cases involving appeals by students' accused of violating the Student Code of Conduct, review of the sanction by the President may not result in more severe sanctions for the accused student. Instead, following the appeal, the President may, upon review of the case, affirm or reduce, but not increase, 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 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 an 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 members to higher education programs.

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 \$45.00 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

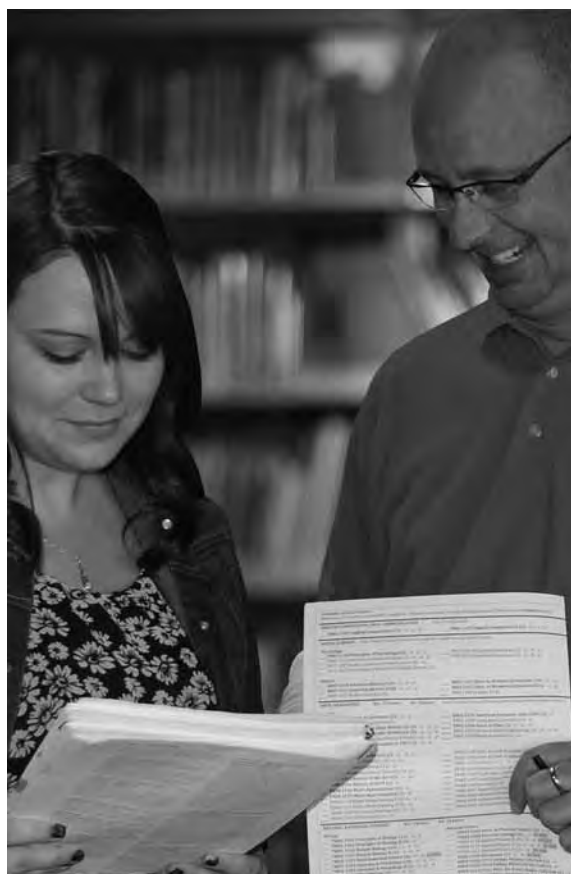
A student may petition to have all or a portion of their previous academic record expunged. This request will expunge ALL courses taken during the time period requested. A Clean Slate may be requested only for courses taken during a time span and may not be used to selectively remove courses from the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

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.



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.

Credit Hour

In accordance with Federal and State definitions, Southern State Community College defines a credit hour as an equivalency that reasonably approximates one of the following:

1. A minimum of one hour (50 minutes) of classroom or direct faculty instruction complemented by two hours of out of class student work each week, for approximately fifteen weeks, or an arrangement that yields the same ratio, in terms of credit to instruction and/or out of class work time.
 - a. Such arrangements include online, hybrid, and accelerated courses in which the completion of an equivalent amount of instruction and student work is required, as stipulated in (1), but may occur over a different amount of time.
2. At least an equivalent amount of work, in terms of time spent, as required in (1) for other academic activities such as laboratory work, internships, practica, studio work, or other academic work leading to the award of credit-hours.
3. In the case of courses that are delivered in independent study format, a credit hour is approximated by the demonstration of learning—as measured by performance on assignments and assessments—that is expected in the traditional in person or online delivery of the course.

Alternatively, the Southern State Community College approximation of the credit hour could be understood as the following:

Credit hours earned	In person, online, hybrid, and/or accelerated delivery of credit bearing course		Other academic experiences which are credit bearing
	<i>In class requirements for the term</i>	<i>Out of class requirements for the term</i>	
1 Credit	15 hours	30 hours	45 hours
2 Credits	30 hours	60 hours	90 hours
3 Credits	45 hours	90 hours	135 hours
4 Credits	60 hours	120 hours	180 hours



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	$4 \times 2 = 8$
CSCI 1112	Spreadsheet Lab	1	W*	Not Applicable
ENGL 1101	English Composition I	3	B	$3 \times 3 = 9$
PSYC 1110	Principles of Psychology	3	D	$3 \times 1 = 3$
MATH 1160	Statistical Concepts	3	A	$3 \times 4 = 12$
TOTALS				<u>13</u> <u>32</u>

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 MAST and ALTH) is as follows:

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

The grading scale for Nursing (NRSG and PRAC) is as follows:

A = 93 – 100
B = 85 – 92
C = 80 – 84
D = 72 – 79
F = 0 – 71

*Students MUST earn a final grade of "C" or higher to meet requirements toward Nursing program completion.

The grading scale for the RESP Program is as follows:

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

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.

The following developmental courses may not be used to satisfy a general elective or basic degree requirement: COLL 1100, ENGL 0097, ENGL 0099, MATH 1106,, MATH 1116, MATH 1117, and MATH 1118.

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 changes to address, phone, and name must be reported to the Records Office by completing a Status Change form. Currently enrolled students who wish to change their name must provide a legal document declaring the change. Legal documents include marriage license, divorce/dissolution decrees, court orders, or any other government issued official proof of identity (Driver's License, State ID, Passport, etc.).

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 12 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

After the drop/add period, students may withdraw from classes up to and including the week before final exams by completing and submitting a signed Official Withdrawal form to the Student Services Office. A final grade of 'W' will be reported on the student transcript. Attendance in class is an important part of the learning process. Excess absences 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 request to withdraw students who have missed more than 20% of the total scheduled classes by contacting the Registrar. A faculty initiated withdrawal will result in a final grade of 'WT'.

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.sccc.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.

Program Policy for Returning Students

Students who have not attended for at least a year will be required to follow the program requirements from the catalog year in which they re-enter.

Registration and Course Changes

Registration for 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 schedules in consultation with their faculty or academic advisors. Refer to the class schedule on the college website for the announcement of registration opening dates.

Students may:

1. Register for courses by completing a Registration Form and submitting it to the Student Services Office. The last day for regular registration is the Thursday before the term begins.
2. Register late or add a course late beginning the Friday before the term begins and up through the second week of the term of a full semester (10 weeks or longer) with written permission from the instructor of course. If the class is less than 10 weeks in length, the student may do a late registration or add within the first 20% of the term.
3. Drop a course up through the first two weeks of the term for any class 10 weeks or longer. If the class is less than 10 weeks in length the student may drop within the first 20% of the term.
4. Withdraw from a course up to and including the week before final exams by completing and submitting a signed Official Withdrawal form to the Student Services Office

Students shall 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. See the REFUND POLICY section of the College Catalog for the policy on refunds.



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 Freshman students (*29 or fewer total hours earned*)
- 2.0 for Sophomore students (*30 or more total hours earned*)

In addition to GPA, all students must successfully complete 67% of the credit hours attempted per semester to meet satisfactory progress.

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 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 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 member’s stated requirements and expectations will be the measure when considering a student’s compliance with coursework.

Appeal Process

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

- **Level 1** - In an effort to resolve the issue, the student must first arrange a meeting with the faculty member involved within 30 calendar days of the awarding of grades. If the 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

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

The goal of the informal process is to provide answers to the student's 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 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 the student 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.

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.

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 has received the Dean's written conclusions from the informal process.

- The Statement of Concern should be carefully prepared.

Submit in person the 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's file and the faculty member's 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
- City of residence
- Email address
- Phone number
- 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. This request encompasses all directory information. 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 term. However, releasing directory information to any person or group for use in a profit-making plan or activity is prohibited.

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 Department of Higher Education 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 Department of Higher Education 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 Department of Higher Education's 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 baseline 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

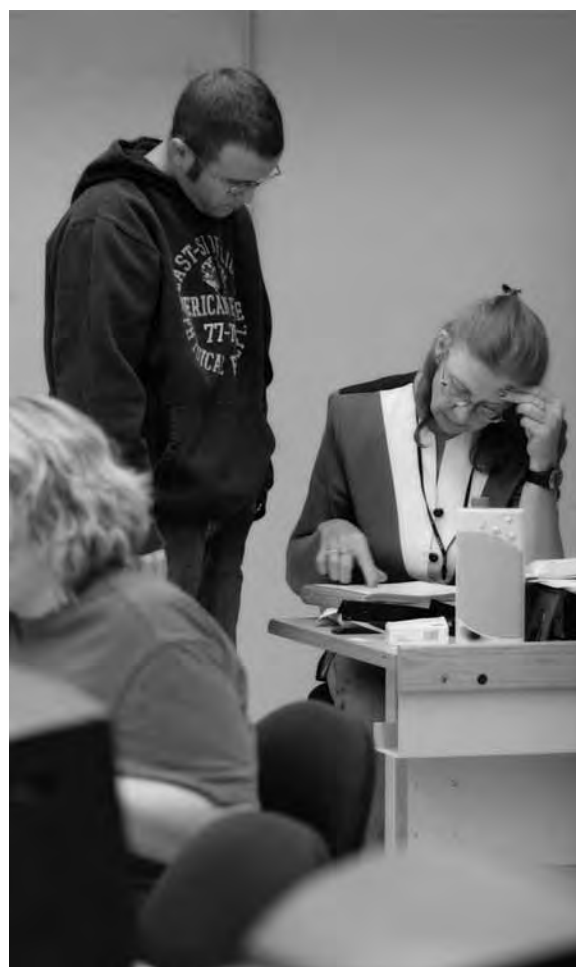
In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and the course 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 Academic Affairs at 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. 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 Brown County campus Library provides access to the Appalachian collection; while the Library at Central campus provides access to the 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 On-line 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



Adult Opportunity Center

Aspire

formerly known as Adult Basic and Literacy Education

Aspire (formerly known as 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, and Highland counties. Morning, afternoon and evening classes are available with fully qualified instructors present at each site. A variety of services are offered, which include adult literacy, GED preparation, Nursing program preparation, College refresher/readiness courses, Workforce education, reading, writing, and math improvement.

The Aspire 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 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 Aspire 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.

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 Brown Cty Campus (351 Brooks Malott Rd.)
M & W (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 (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

For college or college-bound students who need extra assistance in math or English, the AOC program offers College Readiness. 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 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 Aspire 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 offers testing at our Hillsboro & Wilmington campus locations. The Testing Center offers a variety of examination services to both 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. Be sure to call the Testing Center to schedule an exam as most of our services are offered by appointment only. To schedule an exam call 800-628-7722, Hillsboro ext. 2792 or Wilmington at ext. 4792.

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 offers a variety of testing for both students and members of the community in Adobe, Microsoft Office, & QuickBooks. To register for an exam visit www.certiport.com or contact the Testing Center to schedule an appointment for the following certifications:

- ACA: Adobe Certified Associate
- MOS: Microsoft Office Specialist - 2013 or 2016
- MTA: Microsoft Technology Associate
- MCA: Microsoft Certified Educator
- QuickBooks Certified User

Pearson VUE

Southern State is a Pearson VUE Authorized Test Center. Pearson VUE is the global leader in computer based testing for IT, academic, government and professional programs. We provide on-site, on-demand testing for certification and professional licensure exams. Pearson VUE offers testing for hundreds of certifications. To register for testing or to see a complete list of exams/certifications that are offered visit www.pearsonvue.com. Some of types of exams/certifications that are offered are:

- C++ Institute
- Cisco Systems, Inc.
- CompTIA Testing
- LPI: Linux Professional Institute
- OAE: Ohio Assessments for Educators
- AMT: American Medical Technologists

TEAS Testing

The Testing Center offers online 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.

GED Testing

The Testing Center is an official 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 daily, however, advance registration is required due to limited seating. For more information concerning the GED exam, call the Testing Center or visit: www.gedtestingservice.com/ged-testing-service.

Distance Learning Testing

The Testing Center also provides on-site Distance Learning student testing. We can provide proctoring for both online and paper based exams for students attending other schools who wish to test at Southern State. More information about Southern State's Testing Center such as the Testing Schedule, Testing FAQs and our Policies & Procedures can be found by visiting: www.sccc.edu/specialized/testing-center.shtml.

ACT WorkKeys®

The Testing Center provides ACT WorkKeys® a job skills assessment system measuring "real-world" skills that employers believe are critical to job success. WorkKeys National Career Readiness Certificate (NCRC) credential verifies that an individual has essential core employability skills in Applied Mathematics, Locating Information, and Reading for Information. WorkKeys system is used by thousands of companies worldwide to help select, hire, train, develop, and retain a high-performance workforce.



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, onsite and offsite employer services, 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 or at any College campus location.

For information, contact the Workforce Development and Community Services Dean at (937) 382-6645 or (800) 628-7722, extension 4510.

Customized Training

Southern State offers many types of training and programs, but we can go beyond our standard offerings and completely customize a program to meet your specific needs. Let us know what you need and we can design a non-credit, high-impact, condensed program to help you meet your company goals.

Do you need to improve customer retention? Would you like your staff to become proficient in utilizing all the new features of the latest Microsoft® Word or Excel versions? Would you like to improve general performance in a non-threatening environment? We can help with all of these and much more!

Customized training services through the Workforce Development Division are 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 computers can be provided at no cost, to deliver onsite computer training for business and industry.

Organizational Development Training

The term "accountability" is being heard more and more often, and is a behavior that many organizations and individuals say they value in the people around them. However, the term is defined differently by organizations and individuals alike, and the opinions on how to develop more "accountability" are plentiful. If you are interested in improving the atmosphere of accountability for yourself and your organization, and/or your organization has promoted from within and would like to improve the supervisory/lead skills of those promoted, this training is for you!

For more information, please call 800-628-7722 or (937) 382-6645, ext. 4684 or ext. 4510.

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. 4510.

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 (937) 382-6645, extension 4684.



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 with a variety of partners in southern Ohio, including Cincinnati State Evendale, Pike County CTC, Marion Technical College, South Point, and Wilmington. The Class A Program is 160 hours and the Class B Program is 80 hours.

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

Contact the TDA at (800) 628-7722, ext. 4560 or (937) 382-6645, ext. 4560 for more questions and/or information on options to help with paying for TDA training costs. *Industry partners and the State of Ohio often offer funding assistance to TDA students for training in "high demand, high wage" occupations such as CDL Class A driver.*



Truck Driving Academy Attendance Policy

Attendance in the Truck Driving Academy is mandatory in order for students to meet the hour requirements that have been set down by the State of Ohio. Attendance will be taken daily and will be evaluated weekly. Students that miss any scheduled classroom hours must make arrangements with the Director of Training to make them up.

If a student misses a total of 2 days (or 10% of scheduled classroom hours) for any Truck Driving Academy, the student will be dropped from that class. The student's performance will be evaluated and a determination could result in either being dropped from the course completely or set back into another class.

OhioMeansJobs Center (OMJ Center)

Workforce Development and Community Services division of Southern State is partnering with OhioMeans Jobs Center located at the Fayette Campus of SSCC and includes a coalition of partners who have come together to provide a wide array of services customized both for job seekers and employers. The Center is 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 Center offers a pool of job-ready individuals, job posting services, tax credit information and employee assistance information.

For additional information contact OMJ Center at (740) 333-5115, extension 5685 in Fayette County.

Tooling U-SME

Southern State, a regional leader in workforce training, has partnered with Tooling U-SME, the industry leader in online manufacturing training, to bring the advantages of online education to workforce training. As stand-alone curriculum, or used within an instructor-led program, online training can deliver measurable, high-impact results.

Available training areas include:

- Manufacturing Awareness
- Stamping, Forming & Fabricating
- Maintenance
- Engineering
- Machining
- Composites Processing
- Welding
- Plastics Processing
- Assembly/Final Stage Processes

For information, contact the Workforce Development and Community Services Dean at (937) 382-6645 or (800) 628-7722, extension 4510.

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 are taken in addition to any degree program and may not be used to satisfy any basic degree requirements. These developmental courses are COLL 1100, ENGL 0097, ENGL 0099, MATH 1106, MATH 1116, and MATH 1118.

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 academic 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 Department of Higher Education.



Institutional Transfer and the Transfer Module

The Ohio Department of Higher Education 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 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 2202	The Great American Novel (1925-Present) (3)
ENGL 2207	Women's 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 2236	Contemporary World Literature: The Novel (1945 to present) (3)
ENGL 2240	Introduction to Films (3)
ENGL 2246	Classical and World Mythology (3)

Philosophy

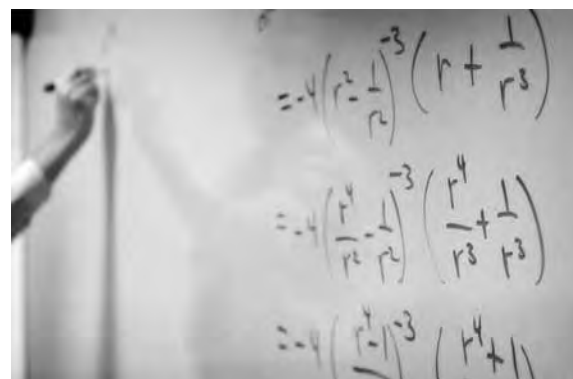
PHIL 1101	Introduction to World Philosophy(3)
PHIL 1102	Introduction to Western Philosophy(3)
PHIL 1107	Ethics (3)

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)

Theater

THEA 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 (3)

HIST 1111 American History II (3)

HIST 1151 Introduction to Western Civilization I (3)

HIST 1152 Introduction to Western Civilization II (3)

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 (3)

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

BIOL 1101 Principles of Biology I (5)

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 General Physics I/Physics Lab (4/1)

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

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

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

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
- 2) Biology, Chemistry, Physics

D. Arts and Humanities

12 semester hours

(Courses from at least two areas)

Literature
Film
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
Film
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.

Business Management

131E Concentration in Business Management

Humanities/Fine Arts

131D Concentration in Theater

Mathematics

131LL Concentration in Mathematics (courses required: MATH 2222, MATH 2223, MATH 2230, MATH 2250)



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

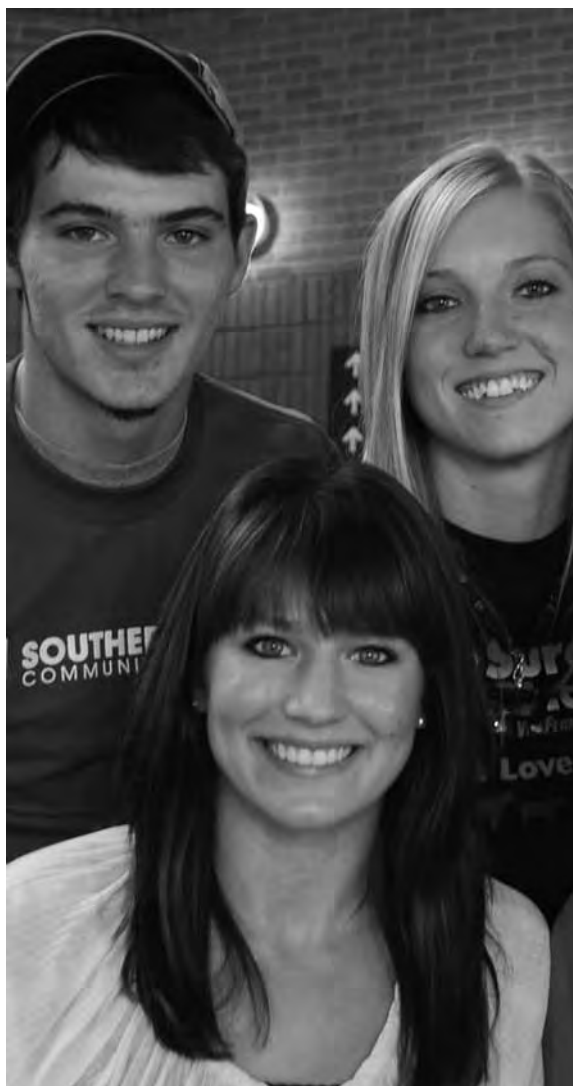
- 428 Logistics Management
- 429 Business Management
- 429B Real Estate
- 429D Accounting
- 429E Entrepreneurship

Associate of Applied Science

- 425 Office Information Technology
- 430 Nursing
- 435 Human & Social Services
- 435A Human & Social Services:
Chemical Dependency
- 437 Respiratory Care
- 441 Agriculture Production
- 441C Biotechnology & Laboratory Science
- 455A Interactive Media & Simulation
- 455B Computer Information Technology
- 455D Cyber Security and Forensics
- 460C Computer Assisted Design
- 470 Electrical/Electronics Technology
- 470A Electro-Mechanical Engineering
- 470G Aviation Maintenance
- 485 Early Childhood Education
- 486 Paraprofessional Education
- 492 Medical Assisting
- 496 Criminal Justice
- 496A Law Enforcement

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
- 492E Medical Assistant Technology

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 Science Degree

Total Credits: 62

Nature of Profession: Office Information Technology is the study and application of the computer hardware and software to support the increasingly electronic dependent nature of the modern office environment. This includes courses designed around proficiency and efficiency geared towards nationally recognized certification and business related expectations and preferred computer experience demands. This office professional is an integral part of today's office team.

Related Job Titles: Executive Assistants/Administrative Assistants, Information Processing/Data Technicians, Receptionists, and General Office/Clerical Specialists, Network and Systems Administrators, Office Managers, Data Analyst, Support Specialist, Technical Assistant

COURSES CREDITS

First Semester

CSCI 1104	Google Apps & Internet Safety	3
CSCI 1120	Computer Applications	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	3
CSCI 2217	PowerPoint	3
ACCT 1101	Principles of Financial Accounting	3
OFIT 1130	Word Processing I	3
PSYC 1110	Principles of Psychology	3

Third Semester

CSCI 2263	HTML 5 Programming	3
OFIT 2232	Introduction to Business Management	3
CSCI 2218	Excel	3
CSCI 2275	Professionalism	3
PHIL 1107	Ethics OR	
ENGL 2240	Introduction to Films	3

Fourth Semester

CSCI 2213	Access	3
OFIT 2236	Desktop Publishing & Office Applications	3
OFIT 2290	Internship	4
COMM 1115	Fundamentals of Effective Speech OR	
COMM 1110	Interpersonal Communications	3
ECON 2205	Principles of Microeconomics OR	
ECON 2206	Principles of Macroeconomics	3

Program Total	62
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Office Services - 425C

Certificate Program

Total Credits: 31

Nature of Profession: Office Services Technology is the study and application of the computer hardware and software to support the increasingly electronic dependent nature of the modern office environment. This includes courses designed around proficiency and efficiency geared towards nationally recognized certification and business related expectations and preferred computer experience demands. This office professional is an integral part of today's office team.

Related Job Titles: Office Assistant, Receptionist, Secretary, Administrative Assistant, Data Analyst, Support Specialist

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		CREDITS
First Semester		
CSCI 1104	Google Apps & Internet Safety	3
CSCI 1120	Computer Applications	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	3
CSCI 2217	PowerPoint	3
ACCT 1101	Principles of Financial Accounting	3
PSYC 1110	Principles of Psychology	3
OFIT 1130	Word Processing I	3
Program Total		31

Logistics Management - 428

Associate of Applied Business Degree

Total Credits: 60

Nature of the Profession: Logistics is the movement and storage of goods from the beginning to the end of the supply chain; it is the largest piece of Supply Chain Management (SCM). SCM is the work connected to strategic planning, coordination and management of the design, manufacture and delivery of a final product. This includes procurement and sourcing of raw materials, production, inbound and outbound transportation, fleet management, materials handling, warehousing, inventory tracking, order entry, fulfillment and management, logistics network design, distribution and delivery to the customer. SCM includes collaboration with all channel partners across businesses as well as with customers. It is essential to the success of many companies, but it also plays a role in military success, responses to disasters and international efforts to feed the hungry.

Related Job Titles: Freight rate specialist; freight forwarders; shipping, receiving, and traffic clerks; production, planning, and expediting clerks; logistics analysts; cargo and freight agents; warehouse manager, customer order manager; storage and distribution managers; outbound operations manager; transportation manager; inventory planning and control manager; supply chain manager

COURSES CREDITS

Fall Semester | Year One

ACCT 1101	Principles of Financial Accounting	3
BADM 2251	Business Law I	3
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3
LMGT 1110	Principles of Logistics & Supply Chain Management	3

Spring Semester | Year One

ACCT 1102	Principles of Managerial Accounting	3
BADM 2252	Business Law II	3
ENGL 1102	English Composition II	3
LMGT 1130	Transportation Management	3
MATH 1124	Finite Math	3

Fall Semester | Year Two

ECON 2205	Principles of Microeconomics	3
LMGT 1150	Inventory Management	3
LMGT 2200	Warehouse Management	3
MATH 2281	Introduction to Statistics	3
-----	Arts & Humanities Elective	3

Spring Semester | Year Two

BADM 2208	Supervision & Leadership	3
BADM 2272	Business Communications	3
BADM 2290	Problems in Business	3
LMGT 2220	International Logistics Management	3
LMGT 2240	Logistics & Technology	3

Program Total

60

Business Management - 429

Associate of Applied Business Degree

Total Credits: 60

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

Fall Semester | Year 1

ACCT 1101	Principles of Financial Accounting	3
BADM 2206	History & Principles of Management	3
BADM 2251	Business Law I	3
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3

Spring Semester | Year 1

ACCT 1102	Principles of Managerial Accounting	3
BADM 2252	Business Law II	3
BADM 2272	Business Communications	3
ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3

Fall Semester | Year 2

BADM 2204	Principles of Marketing	3
BADM 2220	Human Resources Management	3
ECON 2205	Principles of Microeconomics	3
MATH 1160/2281	Statistical Concepts OR Introduction to Statistics	3
-----	Arts & Humanities Elective	3

Spring Semester | Year 2

BADM 2208	Supervision & Leadership	3
BADM 2216	Business Ethics	3
BADM 2222	Business Finance	3
BADM 2290	Problems in Business	3
ECON 2206	Principles of Macroeconomics	3

Program Total	60
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Program Available online

Real Estate Major - 429B

Associate of Applied Business Degree

Total Credits: 60

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

Fall Semester | Year 1

ACCT 1101	Principles of Financial Accounting	3
ENGL 1101	English Composition I	3
REST 1171	Principles of Real Estate	3
REST 1173	Real Estate Law	3
REST 2275	Real Estate Finance & Appraisal	3

Spring Semester | Year 1

ACCT 1102	Principles of Managerial Accounting	3
BADM 2225	Social Media & Marketing	3
CSCI 2218	Excel	3
ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3

Fall Semester | Year 2

BADM 2220	Human Resources Management	3
BADM 2251	Business Law I	3
ECON 2205	Principles of Microeconomics	3
REST 1174	Real Estate Math	3
-----	Arts & Humanities Elective	3

Spring Semester | Year 2

BADM 2208	Supervision & Leadership	3
BADM 2222	Business Finance	3
BADM 2290	Problems in Business	3
REST 2274	Real Estate Brokerage	3
REST 2276	Property Management	3

Program Total

60

Accounting Major - 429D

Associate of Applied Business Degree

Total Credits: 60

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: Accounting Clerk, Bookkeeper, Payroll Clerk, Cost Analyst, Auditor, and Tax Accountant

COURSES CREDITS

Fall Semester | Year 1

ACCT 1101	Principles of Financial Accounting	3
BADM 2251	Business Law I	3
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3
-----	Arts & Humanities Elective	3

Spring Semester | Year 1

ACCT 1102	Principles of Managerial Accounting	3
ACCT 2230	Computerized Accounting - Quickbooks	3
BADM 2252	Business Law II	3
ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3

Fall Semester | Year 2

ACCT 2201	Intermediate Accounting I	3
ACCT 2206	Managerial Cost Accounting	3
ACCT 2210	Tax Accounting	3
BADM 2208	Supervision & Leadership	3
ECON 2205	Principles of Microeconomics	3

Spring Semester | Year 2

ACCT 2202	Intermediate Accounting II	3
ACCT 2221	Auditing	3
BADM 2222	Business Finance	3
BADM 2290	Problems in Business	3
ECON 2206	Principles of Macroeconomics	3

Program Total

60

Entrepreneurship Major - 429E

Associate of Applied Business Degree

Total Credits: 60

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

Fall Semester | Year One

ACCT 1101	Principles of Financial Accounting	3
BADM 2251	Business Law I	3
CSCI 2218	Excel	3
ENGL 1101	English Composition I	3
ENTR 1150	Entrepreneurship: Managing Small Business	3

Spring Semester | Year One

ACCT 1102	Principles of Managerial Accounting	3
BADM 2252	Business Law II	3
ENGL 1102	English Composition II	3
ENTR 2201	Funding Acquisition for Entrepreneurs	3
MATH 1124	Finite Math	3

Fall Semester | Year Two

BADM 2220	Human Resources Management	3
ECON 2205	Principles of Microeconomics	3
ENTR 1102	Opportunity Analysis	3
ENTR 1120	Innovation & Creativity	3
-----	Arts & Humanities Elective	3

Spring Semester | Year Two

BADM 2208	Supervision & Leadership	3
BADM 2225	Social Media Marketing	3
BADM 2290	Problems in Business	3
ENTR 2280	Consumer Behavior	3
ENTR 2295	Entrepreneurship Internship	3

Program Total
60

Program Available Online

Nursing - 430

Associate of Applied Science Degree

Total Credits: 65

Nature of the Profession: The registered nurse (RN) provides patient care due to illness or desire to maintain health. The RN scope of practice is defined by the Ohio Nurse Practice Act. RNs 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., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (404-975-5000) and has full approval of the Ohio Board of Nursing. The program is designed to be completed in four semesters.

Admission Criteria: Admission to the nursing program is a competitive and selective process. The Associate Degree Nursing Program Information Packet describes the application process and documentation required to support entry into the ADN Program. The Nursing Transition Program Information Packet is available to guide practicing LPNs to apply to the Associate Degree Nursing Program. The Associate Degree Nursing Program and Nursing Transition Program Information Packets are available at all Southern State campuses or at www.sssc.edu/academics/associate/nursing.shtml

NRSG 1107 and non-nursing courses may be completed prior to entry into the program or during the required semester of the nursing program. Please note this may reduce the amount of Financial Aid you receive each term.

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 are: CHEM 1124, COMM 1115, any course with FNAR prefix. HPER 2261, MAST 1115, MATH 1160 and PSYC 1110. If preparing for BSN completion, please contact school of choice for program requirements.

COURSES		CREDITS
<u>First Semester</u>		
BIOL 2205	Anatomy and Physiology I	4
MATH 1135	Allied Health Mathematics	3
NRSG 1050	Intro. to Nursing Practice	2
NRSG 1200	Pathophysiology	2
NRSG 1500	Nursing Concepts I: Normal Findings	5
<u>Second Semester</u>		
BIOL 2206	Anatomy & Physiology II	4
ENGL 1101	English Composition I	3
NRSG 1300	Pharmacology	2
NRSG 1600	Nursing Concepts II: Wellness & Basic Chronic Conditions	6
PSYC 1111	Life Span Human Dev.	3
<u>Third Semester</u>		
ENGL 1102	English Composition II	3
NRSG 2300	Concepts of Maternal and Child Nursing Care	5
NRSG 2500	Nursing Concepts III: Acute & Chronic Conditions	5
SOCI 1170	Introduction to Sociology	3
<u>Fourth Semester</u>		
BIOL 2210	Microbiology	4
NRSG 1107	Ethics in Nursing Practice	2
NRSG 2400	Mental Health Nursing	2
NRSG 2600	Nursing Concepts IV: Complex & Higher Acuity Conditions	4
NRSG 2800	Nursing Capstone	3
Program Total		65

Practical Nursing - 432

Certificate Program

Total Credits: 35

Nature of the Profession: The licensed practical nurse (LPN) provides patient 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 LPNs work is 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.

Admission Criteria: Admission to the nursing programs is a competitive and selective process. The Practical Nursing Program Information Packet describes the application process and documentation required to support entry into the Practical Nursing Program. The Practical Nursing Program Information Packet is available at all Southern State campuses or at www.sccc.edu/academics/certificate/practical-nursing.shtml

Non-nursing courses may be completed prior to entry into the program or during the required semester of the nursing program. Please note this may reduce the amount of Financial Aid you receive each term.

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, COMM 1115, ENGL 1102, and MAST 1115, and PSYC 1111.

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		
BIOL 2205	Anatomy and Physiology I	4
MATH 1135	Allied Health Mathematics	3
PRAC 1200	Pathophysiology	2
PRAC 1500	Practical Nursing Concepts I	5
Second Semester		
BIOL 2206	Anatomy and Physiology II	4
PRAC 1300	Pharmacology	2
PRAC 1600	Practical Nursing Concepts II	5
Third Semester		
ENGL 1101	English Composition I	3
PRAC 1700	Practical Nursing Concepts III	7
Program Total		35

Human and Social Services - 435

Associate of Applied Science Degree

Total Credits: 64

Nature of the Profession: 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
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
MATH 1115	Math for the Business and Social Sciences	3
HSSR 1120	Human Services Methods & Ethical Procedures	3

Second Semester

HSSR 1105	Survey of Substance Abuse	3
HSSR 1135	Affective Education & Group Process	3
HSSR 1150	Case Management Writing in the Helping Professions	3
ENGL 1102	English Composition II	3
PSYC 2207	Human Growth & Development	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
SOCI 1170	Introduction to Sociology	3

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
COMM 1115	Fundamentals of Effective Speech	3

Program Total

64

Chemical Dependency Major - 435A

Human and Social Services - Associate of Applied Science Degree

Total Credits: 64

Nature of the Profession:

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

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

COURSES

CREDITS

First Semester

HSSR 1101	Introduction to Human & Social Services	3
HSSR 1120	Human Services Methods & Ethical Procedures	3
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
MATH 1115	Math for Business and Social Sciences	3
SOCI 1107	Introduction to Diversity	3

Second Semester

HSSR 1105	Survey of Substance Abuse	3
HSSR 1135	Affective Education & Group Process	3
HSSR 1150	Case Management & Writing in the Helping Professions	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 2216	Prevention, Diagnosis, and Treatment of Chemical Dependency	3
PSYC 2225	Psychology of Addiction and Family Services	3
COMM 1115	Fundamentals of Effective Speech	3

Program Total

64

Respiratory Care - 437

Associate of Applied Science Degree

Total Credits: 65

Nature of the Profession: Respiratory Care is a member of the health care team that assess, analyze, responds to medical emergencies, and assists the physician in diagnosing and performing various procedures related to the lungs and heart. Respiratory Care Practitioners/Respiratory Therapists (RT) administer oxygen, breathing treatments, perform arterial puncture, and manage mechanical ventilation. RTs can work in multiple health care settings including adult and pediatric hospitals, long-term acute care hospitals, home care, research, and education.

Related Job Titles: Respiratory Care Practitioner, Registered Respiratory Therapist, Respiratory Therapist, Certified Respiratory Therapist, Pulmonary Function Technologist, Respiratory Therapist Lead, Respiratory Technician

Program Design: The program is designed to be completed in five semesters 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. Otherwise, the courses must be completed during the semester as listed. 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 2.0. 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 is required to enter the program.
- 6) All applicants must complete 8 hours (total) of job shadowing. Additional information a the required form may be obtained from the Respiratory Care Program Office or <http://www.sccc.edu/academics/associate/respiratory-care.shtml>.
- 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.

COURSES

CREDITS

Prerequisite Courses:

BIOL 2205	Anatomy & Physiology I	4
CHEM 1120	Intro to Chemistry I	5
MATH 1116	Beginning Algebra	3

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
MATH 1135	Allied Health Mathematics	3

Third Semester

RESP 2204	Pediatrics & Neonatal	3
RESP 2205	Critical Care I	6
ENGL 1101	English Composition I	3

Fourth Semester

RESP 2206	Critical Care II	7
SOCI 1107	Introduction to Diversity	3

Fifth Semester

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

Program Total

65

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

- 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. He/she must pass drug screening and background check(s). Current CPR for Healthcare Provider certification, the purchase of student liability insurance, a and student uniform are also required. Requests for reasonable accommodations necessary for a student because of disability must be made in writing to the Program Director at least 6 months before the Respiratory Program begins.

Agriculture Production - 441

Associate of Applied Science Degree

Total Credits: 62

Nature of the Profession: 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	Principles of 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	Principles of Animal Science	4
AGRI 1101	Agricultural Economics	3
AGRI 2238	Pesticides & Pesticide Usage	3
MATH 1124	Finite Math OR	
MATH 1141	College Algebra	3
Third Semester		
PHIL 1107	Ethics	3
COMM 1115	Fundamentals of Effective Speech	3
AGRI 1199	Seminar	1
AGRI 2232	Weed Control & Management	4
-----	AGRI Elective	3
-----	AGRI Elective	3
Fourth Semester		
CHEM 1151	First Year Chemistry I	4
CHEM 1161	First Year Chemistry Lab I	1
AGRI 2208	Soils	4
AGRI 2200	Agriculture Field Experience	3
-----	AGRI Elective	3
Program Total		62

**See your advisor to select appropriate AGRI electives.

Horticulture - 441A

Certificate Program

Total Credits: 33

Nature of the Profession: 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	Principles of Horticulture	4
AGRI 1171	Survey of Agriculture	1
AGRI 2232	Weed Control & Management	4
-----	Elective - BADM, ENTR, ACCT	3
Second Semester		
AGRI 2218	Landscape Design	3
AGRI 1121	Plant Propagation	4
AGRI 2208	Soils	4
AGRI 2238	Pesticides & Pesticide Usage	3
-----	AGRI Elective	3
Program Total		33

Biotechnology and Laboratory Science - 441C

Associate of Applied Science Degree

Total Credits: 61

Nature of the Profession: Biotechnology is a growing industry that implements the use of living systems and organisms to develop or make products. By using principles of biology and technology in the lab to solve scientific issues, this branch of science is used to advance technology in the agriculture, food production, forensic, pharmaceutical and medical fields.

COURSE		CREDITS
First Semester		
BTNL 1110	Introduction to Biotechnology & Laboratory Science	4
MATH 1141	College Algebra	3
BIOL 1101	Principles of Biology I	5
ENGL 1101	English Composition I	3
Second Semester		
BIOL 1102	Principles of Biology II	5
BTNL 1120	Biotech & Lab Science of Agriculture and Aquaculture	4
ENGL 1102	English Composition II	3
PHIL 1107	Ethics	3
Third Semester		
CHEM 1120	Introduction to Chemistry	5
BTNL 2210	Biotech and Lab Science of Microorganisms	4
BIOL 2210	Microbiology	4
COMM 1115	Fundamentals of Effective Speech	3
Fourth Semester		
BTNL 2220	Advanced Biotech and Lab Science	4
CHEM 1124	Elementary Organic Chemistry	4
ENGL 2205	Technical Report Writing	3
SOCI 1199	Seminar: Genographic Project	2
BTNL 2225	Historical, Ethical, Legal, Social, & Economic Issues of Biotechnology and Lab Science	2
Program Total		61

Interactive Media & Simulation Major - 455A

Associate of Applied Science Degree

Total Credits: 62

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, Graphic Designer, Audio/Visual Technician

COURSES CREDITS

First Semester

CSCI 1120	Computer Applications	4
CSCI 1145	Introduction to Multimedia	3
ENGL 1101	English Composition I	3
FNAR 1104	Introduction to the Arts	3
FNAR 1105	Basic Drawing I	3

Second Semester

CSCI 1121	Structured Programming	4
CSCI 2265	Introduction to Game Dev.	3
FNAR 1106	Basic Drawing II	3
MATH 1124	Finite Math	3
PSYC 1110	Principles of Psychology	3

Third Semester

CSCI 2263	HTML5 Programming	3
CSCI 2203	Adobe Illustrator	3
CSCI 1165	Adobe Photoshop Digital Imaging	3
CSCI 1146	Adobe Animate Animation Software	3
PHIL 1107	Ethics	3

Fourth Semester

BADM 2225	Social Media Marketing	3
CSCI 1147	Web Page Design	3
COMM 1110	Interpersonal Comm. OR	
COMM 1115	Fund. of Effective Speech	3
CSCI 2268	Adobe Premiere Video Editing	3
CSCI -----	Computer Science Elective	3

Program Total	62
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Fourth Semester Elective Choices

Must either be CSCI 2270 Co-Op (Interactive Media) or CSCI 1171 (Adobe InDesign Electronic Publishing)

Computer Information Technology - 455B

Associate of Applied Science Degree

Total Credits: 63

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

CSCI 2246	PC Troubleshooting & Repair	3
CSCI 1120	Computer Applications	4
ENGL 1101	English Composition I	3
ECON 2205	Principles of Microeconomics	3
CSCI 2275	Professionalism	3

Second Semester

CSCI 1121	Structured Programming	4
ENGL 1102	English Composition II	3
MATH 1124	Finite Math	3
PSYC 1110	Principles of Psychology	3
CSCI 1150	Operating Systems	3

Third Semester

CSCI 2233	CISCO Introduction to Networks	3
-----	Arts & Humanities Elective	3
-----	General Elective	3
CSCI ----	Programming Elective	4
CSCI 1155	Linux	3

Fourth Semester

CSCI 2240	System Analysis	3
CSCI 2234	Server Administration	3
CSCI 2236	CISCO Routing & Switching Essentials	3
-----	EENG or CSCI Elective	3
COMM 1115	Fundamentals of Effective Speech	3

Program Total

63

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@sscc.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: 64

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 1120	Computer Applications	4
CYBR 1101	Database Security	3
CSCI 2246	PC Troubleshooting & Repair	3

Second Semester

CSCI 1121	Structured Programming	4
CYBR 1115	Introduction to Computer Forensics and Cyber Crime	3
MATH 1124	Finite Math	3
CSCI 1150	Operating Systems	3
COMM 1115	Fundamentals of Effective Speech	3

Third Semester

CYBR 2215	Advanced Computer Forensics and Cyber Crime	4
CSCI 2233	CISCO Introduction to Networks	3
ENGL 2205	Technical Report Writing	3
-----	Arts & Humanities or Science Elective	3
CSCI 1155	Linux	3

Fourth Semester

PSYC 1110	Principles of Psychology	3
CSCI 2234	Server Administration	3
CYBR 2210	CompTIA Security+	4
CSCI 2240	Systems Analysis	3
CYBR 2205	Terrorism and Homeland Security	3

Program Total

64

Computer Assisted Design Major - 460C

Associate of Applied Science Degree

Total Credits: 62

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
Fall Semester First Year		
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
Spring Semester First Year		
ENDS 2230	Computer Graphics I	3
PHYS 1115	Applied Physics II: Heat, Light, Sound	3
ENDS 2270	Computer Apps in Engineering II	3
ENGL 2205	Technical Report Writing	3
COMM 1115	Fundamentals of Effective Speech	3
Fall Semester Second Year		
ENDS 1143	Introduction to Product Design	3
ENDS 2201	Engineering Mechanics: Statics	3
ENDS 2205	Hydraulics & Pneumatics	3
ENDS 2219	Tool Design & Manufacturing	3
ENDS 2231	Computer Graphics II	3
Fall Semester Second Year		
ENDS 2233	Computer Aided Manufacturing	3
ENDS 2203	Strength of Materials	3
ENDS 2202	Dynamics	3
ENDS 2299	Design Research Project	3
-----	General Elective	3
Program Total		62

Acceptable Course Substitutions:

- ENDS 1145 *can be replaced with* CSCI 2218
- MATH 1120 *can be replaced with* MATH 1141 (or higher)
- PHYS 1115 *can be replaced with* PHYS 2201/2211 and PHYS 2202/2212 **OR** PHYS 2221/2231 and PHYS 2222/2232
- PHYS 1117 *can be replaced with* PHYS 2201/2211 and PHYS 2202/2212 **OR** PHYS 2221/2231 and PHYS 2222/2232

Electrical/Electronics Technology - 470

Associate of Applied Science Degree

Total Credits: 63

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
ENDS 2270	Computer Apps in Engineering II	3
EENG 2205	Digital Electronics	3
EENG 1115	AC Circuits & Devices	3

Third Semester

EENG 1185	Electrical Machinery	3
EENG 2285	Manufacturing Control Systems	3
ENDS 1142	Engineering Drawing II	3
EENG 2254	Computer Architecture & Design	4
EENG 2215	Analog Circuits & Devices	3

Fourth Semester

EENG 2299	Research Project	3
EENG 2255	Digital Communications	3
ENGL 2205	Technical Report Writing	3
.....	General Elective	3
COMM 1115	Fundamentals of Effective Speech	3

Program Total 63

**Electives to be approved by faculty advisor.

Electro-Mechanical Engineering Major - 470A

Associate of Applied Science Degree

Total Credits: 65

Nature of the Profession: Electro-Mechanical 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

Fall Semester | First Year

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

Spring Semester | First Year

PHYS 1115	Applied Physics II - Heat, Light, Sound	3
ENDS 2230	Computer Graphics I	3
ENDS 2270	Computer Apps in Engineering II	3
EENG 2205	Digital Electronics	3
EENG 1115	AC Circuits & Devices	3

Fall Semester | Second Year

EENG 1185	Electrical Machinery	3
EENG 2285	Manufacturing Control Systems	3
ENDS 2205	Hydraulics & Pneumatics	3
EENG 2215	Analog Circuits & Devices	3
ENDS 2201	Engineering Mechanics: Statics	3
ENDS 1143	Introduction to Product Design	3

Spring Semester | Second Year

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 65

Acceptable Course Substitutions:

- MATH 1120 *can be replaced with* MATH 1141 (or higher)
- PHYS 1115 *can be replaced with* PHYS 2201/2211 and PHYS 2202/2212 **OR** PHYS 2221/2231 and PHYS 2222/2232
- PHYS 1117 *can be replaced with* PHYS 2201/2211 and PHYS 2202/2212 **OR** PHYS 2221/2231 and PHYS 2222/2232

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 I	3

Second Semester

AVIT 1121	Aircraft Maintenance Publications & Regulations	3
AVIT 2221	Aircraft Metallic Structures	6
AVIT 2222	Aircraft Fuel Systems	2
AVIT 2241	Aircraft Instrumentation, Navigation, and Communication	4
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 2242	Aircraft Atmospheric & Protection Systems	3
AVIT 2243	Aircraft Assembly & Rigging	4
AVIT 2244	Airframe Inspection	3
AVIT 2363	Aircraft Propellers and Cooling Systems	5
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 2364	Aircraft Powerplant Inspections	3

Program Total 116

Early Childhood Education - 485

Associate of Applied Science Degree

Total Credits: 62

Nature of the Profession: 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: Successful completion of the Early Childhood Education program, along with a passing performance on the required state of Ohio exam, will permit graduates to obtain an Ohio Pre-K teaching license.

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 1118	Guiding Children's Behavior & Learning	3
EDUC 2219	Infant/Toddler Care and Education	3
EDUC 2230	Children's Literature with Reading Approaches	3
ENGL 1102	English Composition II	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
-----	FNAR 1104, THEA 1121 or FLNG 1120	3
EDUC 1110	Art/Music for the Young Child	3
EDUC 2210	Administration of Early Childhood Programs	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

Program Total	62
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Paraprofessional Education - 486

Associate of Applied Science Degree

Total Credits: 64

Nature of the Profession: 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	Principles of Psychology	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
EDUC 2243	Ind. w/Exceptionalities	3
PSYC 2207	Human Growth & Development	3
Third Semester		
EDUC 2220	Foundation of Literacy	3
PHYS 1101	Introduction to Physical Science	3
COMM 1115	Fundamentals of Effective Speech	3
EDUC 2260	Teach. 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
PSYC 2241	Educational Psychology	3
EDUC 2225	Paraprofessional Seminar	2
EDUC 2224	Paraprofessional Practicum	2
BIOL 1125	Environmental Science	4
EDUC 2230	Children's Literature with Reading App.	3
Program Total		64

Medical Assisting - 492

Associate of Applied Science Degree

Total Credits: 60

Nature of the Profession: The Medical Assistant is cross-trained to perform administrative and clinical duties in physician's offices, hospitals and other healthcare facilities. They may choose to work as a receptionist in a hospital or physician's office, a medical transcriptionist/scribe, insurance specialist, financial secretary, billing and collection specialist, laboratory assistant, or a clinical assistant involved in patient care. Duties vary with the location, specialty and needs/size of the practice.

Related Job Titles: Medical Receptionist, Computerized Medical Office Management, Medical Records Clerk, Medical Transcriptionist/Scribe, Clinical Assistant, Lab Assistant, Out-patient Clinic Medical Assistant, 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, 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763, (727) 210-2350. 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.

Admission Criteria: Admission to the medical assisting (MAST) program requires written acceptance by the medical assisting (MAST) program, according to the admission requirements listed in the program application information packet (available online and in the MAST/ALTH office). Complete 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 submit, 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 program prerequisites is expected.

See the Student Handbook for the Medical Assistant Associate Degree/ Allied Health Certificate Program for requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

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

Courses

Fall Semester | Year 1

MAST 1111	Medical Administrative Procedures	3
MAST 1115	Medical Terminology	2
CSCI 1101	Computer Keyboarding	1
BIOL 2205	Anatomy & Physiology I	4
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3

Second Semester

MAST 1118	Human Diseases	2
BIOL 2206	Anatomy & Physiology II	4
COMM 1115	Fundamentals of Effective Speech	3
ALTH 1160	Electronic Health Records	2
MAST 1101	Introduction to Medical Assisting	3
PSYC 1111	Life Span & Human Development	3

Third Semester

MAST 2212	Medical Transcription	3
MAST 2215	Medical Laboratory Techniques	3
MAST 2218	Medical Billing & Coding I	3
MAST 1126	Clinical Practicum I	1
MAST 2240	Clinical Procedures	3
MATH 1135	Allied Health Mathematics	3

Fourth Semester

MAST 2205	Medical Law & Ethics	2
MAST 2220	Emergency Medical Procedures	3
MAST 2226	Clinical Practicum II	1
MAST 2230	Pharmacology	3
MAST 2297	Med. Assisting Review	2

Program Total

60

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.

(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.

Medical Transcription - 492A

Certificate Program

Total Credits: 35

Nature of the Profession: The Medical Transcriptionist listens to voice recordings made by physicians and other health care professionals and converts the recording into written reports. The Medical Scribe specializes in charting physician-patient encounters in real time (during medical examinations). They may also review and edit medical documents created using speech recognition technology and manage/sort medical documents within the EHR system. Transcriptionists/Scribes interpret medical terminology and abbreviations in preparing patients' medical histories, discharge summaries and other documents. Medical Transcriptionists/Scribes are trained to work in a variety of health care settings.

Related Job Titles: Medical Scribe, Medical Receptionist, Medical Records Clerk

Program Design: This program is designed to be completed in 2 semesters if a full time student. All courses with the prefix MAST and ALTH must be completed with a grade of "B" or better.

Application Criteria: Admission to allied health (ALTH) programs requires written acceptance by the allied health (ALTH) program, according to the admission requirements listed in the program application information packet (available online and in the MAST/ALTH office). Complete the Allied Health 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 submit, 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 program prerequisites is expected

COURSES

CREDITS

First Semester

ALTH 1160	Electronic Health Records	2
BIOL 2205	Anatomy & Physiology I	4
CSCI 1101	Computer Keyboarding	1
ENGL 1101	English Composition I	3
MAST 1115	Medical Terminology	2
MATH 1116	Beginning Algebra	3
MAST 2212	Medical Transcription	3

Second Semester

ALTH 1130	Pharmacology for Allied Health	2
MAST 1118	Human Diseases	2
ALTH 2250	Adv. Medical Terminology & Transcription	2
ALTH 2260	Capstone Medical Transcription	2
BIOL 2206	Anatomy & Physiology II	4
MAST 2205	Medical Law & Ethics	2
ENGL 1102	English Composition II	3

Program Total

35

See the Student Handbook for the Medical Assistant Associate Degree/Allied Health Certificate Program for requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

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.

Phlebotomy - 492B

Certificate Program

Total Credits: 33

Nature of the 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.

Related Job Titles: Phlebotomist, Phlebotomy Technician, Lab Assistant, Reference Lab Phlebotomist

Program Design: This program is designed to be completed in 2 semesters if a full time student. All courses with the prefix MAST and ALTH must be completed with a grade of "B" or better.

Application Criteria: Admission to allied health (ALTH) programs requires written acceptance by the allied health (ALTH) program, according to the admission requirements listed in the program application information packet (available online and in the MAST/ALTH office). Complete the Allied Health 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 submit, 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 program prerequisites is expected

See the Student Handbook for the Medical Assistant Associate Degree/Allied Health Certificate Program for requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

COURSES

CREDITS

First Semester

ALTH 1101	Introduction to Allied Health	2
MAST 1115	Medical Terminology	2
MATH 1116	Beginning 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

Practicum Requirements: After program acceptance and prior to end of the first term, a background check, a complete medical examination and immunizations are necessary to protect both students and patients according to the policies of the clinical facilities of the Program. It is important for prospective Allied Health students to know that a past felony or misdemeanor conviction may disqualify him/her from working in the profession and taking certification and registry exams (as outlined in Section 4761.04 of the Ohio Revised Code). Thoroughly review the program application for information.

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: 32

Nature of the Profession: A Pharmacy Technician is trained to work primarily in either a hospital pharmacy or retail pharmacy. The Pharmacy Technician receives written prescriptions or refills for medications and verifies that the information is correct and complete. The Pharmacy Technician prepares medications for clients by measuring, mixing 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 Job Titles: Pharmaceutical Care Associate, Pharmacy Aide, Pharmacy Assistant, Pharmacy Clerk.

Program Design: This program is designed to be completed in 2 semesters if a full time student. All courses with the prefix MAST and ALTH must be completed with a grade of "B" or better.

Application Criteria: Admission to allied health (ALTH) programs requires written acceptance by the allied health (ALTH) program, according to the admission requirements listed in the program application information packet (available online and in the MAST/ALTH office). Complete the Allied Health 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 submit, 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 program prerequisites is expected

See the Student Handbook for the Medical Assistant Associate Degree/Allied Health Certificate Program

COURSES		CREDITS
First Semester		
ALTH 1101	Introduction to Allied Health	2
MAST 1115	Medical Terminology	2
ALTH 1121	Introduction to Pharmacy Technician	2
BIOL 1104	Human Biology I	4
MATH 1135	Allied Health Mathematics	3
CSCI 1101	Computer Keyboarding	1
ENGL 1101	English Composition I	3
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 1122	Pharmacy Technician II	2
ALTH 1125	Pharmacy Practicum (B-Term)	1
Program Total		32

for requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

Practicum Requirements: After program acceptance and prior to end of the first term, a background check, a complete medical examination and immunizations are necessary to protect both students and patients according to the policies of the clinical facilities of the Program. It is important for prospective Allied Health students to know that a past felony or misdemeanor conviction may disqualify him/her from working in the profession and taking certification and registry exams (as outlined in Section 4761.04 of the Ohio Revised Code). Thoroughly review the program application for information.

It is strongly recommended for students to meet with an advisor within the Allied Health program every semester to ensure they are taking classes in sequence. Not meeting with a program advisor may result in a student being unable to finish their degree in a timely manner.

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: 32

Nature of the 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

Program Design: This program is designed to be completed in 2 semesters if a full time student. All courses with the prefix MAST and ALTH must be completed with a grade of "B" or better.

Application Criteria: Admission to allied health (ALTH) programs requires written acceptance by the allied health (ALTH) program, according to the admission requirements listed in the program application information packet (available online and in the MAST/ALTH office). Complete the Allied Health 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 submit, and ensure, all required information is to the Medical Assisting/Allied Health office during the appointment.

COURSES

CREDITS

First Semester

ENGL 1101	English Composition I	3
MAST 1115	Medical Terminology	2
MAST 2218	Medical Billing & Coding I	3
MATH 1116	Beginning Algebra	3
MAST 1111	Medical Administrative Procedures	3
BIOL 2205	Anatomy & Physiology I	4

Second Semester

ALTH 1130	Pharmacology for Allied Health	2
MAST 1118	Human Diseases	2
ALTH 1160	Electronic Health Records	2
MAST 2205	Medical Law & Ethics	2
BIOL 2206	Anatomy & Physiology II	4
ALTH 2230	Med Billing & Coding III and Capstone	2

Program Total

32

- High School graduate or GED certificate recipient College Transcripts.
- **Knowledge of program prerequisites is expected

See the Student Handbook for the Medical Assistant Associate Degree/Allied Health Certificate Program for requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements Background checks, etc.**

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.

Medical Assistant Technology - 492E

Certificate Program

Total Credits: 35

Nature of the Profession: The Medical Assistant is cross-trained to perform administrative and clinical duties in physician's offices, hospitals and other healthcare facilities. They may choose to work as a receptionist in a hospital or physician's office, a medical transcriptionist/scribe, insurance specialist, financial secretary, billing and collection specialist, laboratory assistant, or a clinical assistant involved in patient care. Duties vary with the location, specialty and needs/size of the practice.

Related Job Titles: Medical Receptionist, Computerized Medical Office Management, Medical Records Clerk, Medical Transcriptionist/Scribe, Clinical Assistant, Lab Assistant, Out-patient Clinic Medical Assistant, or X-ray Aide

Program Design: Need information here

Application Criteria: Admission to allied health (ALTH) programs requires written acceptance by the allied health (ALTH) program, according to the admission requirements listed in the program application information packet (available online and in the MAST/ALTH office). Complete the Allied Health 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 submit, 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 program prerequisites is expected

See the Student Handbook for the Medical Assistant Associate Degree/Allied Health Certificate Program for requirements/policies pertaining to: **GPA Requirements, Health Requirements, Required Immunizations/Tests, General Practicum Requirements** Background checks, etc.

COURSES

CREDITS

Fall Semester | Year 1

MAST 1115	Medical Terminology	2
MAST 2218	Medical Billing & Coding I	3
MAST 2212	Medical Transcription	3
ALTH 1160	Electronic Health Records	2
MAST 1111	Medical Administrative Procedures	3

Spring Semester | Year 1

MAST 1101	Introduction to Medical Assisting & Procedures	3
MAST 2220	Emergency Medical Procedures	3
MAST 1118	Human Diseases	2
MAST 2205	Medical Law & Ethics	2
ALTH 2230	Med Billing & Coding III and Capstone	2

Summer Semester | Year 1

MAST 2215	Medical Lab. Techniques	3
MAST 2240	Clinical Procedures	3
MAST 2297	Med Assist. Review	2
MAST 1126	Clinical Practicum I	1
MAST 2226	Clinical Practicum II	1

Program Total

35

Criminal Justice - 496

Associate of Applied Science Degree

Total Credits: 62

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 1111	Introduction to Corrections	2
CJUS 1115	Interpersonal Communications	2
CJUS 2220	Restorative Justice	2
Second Semester		
MATH 1115	Math for the Business and Social Sciences or higher	3
ENGL 1102	English Composition II	3
PSCI 1105	American Government - American Democracy II	3
SOCI 1170	Introduction to Sociology	3
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 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
SOCI 1107	Introduction to Diversity	3
Program Total		62

Law Enforcement Major - 496A

Associate of Applied Science Degree

Total Credits: 65

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 Law Enforcement	2
CJUS 1108	Introduction to Terrorism	2
CJUS 2233	Criminal Investigation	2
SOCI 2230	Social Problems	2

Second Semester

MATH 1115	Math for the Business & Social Sciences or higher	3
ENGL 1102	English Composition II	3
PSCI 1105	American Government - American Democracy II	3
PHIL 1107	Ethics	3
CJUS 2234	Constitutional Criminal Procedures	3
CJUS 2245	Crime Scene Investigation	3

Third Semester

CJUS 1102	Basic Law Enforcement I	8
CJUS 2236	Current Issues in Criminal Justice	3
CJUS 2218	Police Administration	3
SOCI 2231	Juvenile Delinquency	2

Fourth Semester

CJUS 2241	Comparative Criminal Justice Systems	3
CJUS 1103	Basic Law Enforcement II	8
COMM 1115	Fundamentals of Effective Speech	3

Program Total		65
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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 four 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 1101 Principles of Financial Accounting *3 credits*

An introduction to the principles and practices of accounting. Emphasis is placed on the fundamentals of recording, adjusting, analyzing, and reporting financial information in accordance with Generally Accepted Accounting Principles. Includes the study of the accounting for cash, accounts receivable, inventory, fixed assets, accounts payable, liabilities, revenues and expenses.

ACCT 1102 Principles of Managerial Accounting *3 credits*

Prerequisite: ACCT 1101 or ACCT 1104

An introduction to the use of accounting data in managerial decision making with an emphasis on the capital structure of corporations, financial statement analysis and managerial accounting techniques. Content includes corporate organization, accounting for equity transactions, long-term obligations and investments, ratio analysis of financial statements, cost measurement systems, cost-volume-profit analysis, and budgeting.

ACCT 2201 Intermediate Accounting I *3 credits*

Prerequisites: ACCT 1102 or ACCT 1105

Intermediate Accounting I provides an in-depth study of the conceptual framework of accounting as it relates to recording, reporting, and disclosing financial information on the Balance Sheet, Income Statement and Cash Flow Statement. Emphasis is placed on the accounting procedures for measuring, recording, and reporting Assets. Recent developments in accounting standards are practice are also covered.

ACCT 2202 Intermediate Accounting II *3 credits*

Prerequisites: ACCT 1102 or ACCT 1105

A continuation of the in-depth study of financial accounting with a concentration on the liabilities and stockholder's equity accounts of the Balance Sheet. Other topics include financial statement analysis, error analysis, and accounting for income taxes, retirement benefits, and leases.

ACCT 2206 Managerial Cost Accounting *3 credits*

Prerequisite: ACCT 1102 or ACCT 1105

Managerial Cost Accounting provides a detailed examination on the use of accounting information in managerial decision-making. Special emphasis is placed on costing techniques used in manufacturing, budgeting, differential analysis, and performance measurement.

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 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 1102 or 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 2230 Computerized Accounting - QuickBooks 3 credits

Prerequisite: ACCT 1101

A hands-on study of the market leading small business accounting software, QuickBooks. Emphasis is placed on using QuickBooks to record transactions and report financial information for both new and existing businesses. Students will also learn how to use QuickBooks to analyze the performance of a small business. At the conclusion of the course, students will have an opportunity to earn QuickBooks User Certification by passing a standardized QuickBooks exam.

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 Principles of Crop Science 4 credits

General principles of field crop production. Factors such as environmental concerns, economic constraints, weather, soils, soil fertility, varietal differences, cultural practices, and pests will be discussed. Course will also cover basic tillage practices, basic crop breeding and development, and harvest techniques of popular field crops. Specific crops include corn, soybeans, wheat, and other crops that have potential in the Midwest.

AGRI 1107 Principles of Animal Science 4 credits

Selection, breeding, feeding, management, and marketing of beef, sheep, swine, equine, and poultry. Emphasis placed on livestock systems and current production technologies. Course also covers principles of livestock breeding/genetics, reproduction, and feed management.

AGRI 1114 Principles of 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. Also includes cultural practices, basics of greenhouse management, gardening practices, basic tools of the industry, harvest and sale of selected plants.

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 boutonnières. 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 or Corequisite 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 Feeds & Feeding 3 credits

Prerequisite: AGRI 1107

A study of fundamental principles of feeds and feed use in farm livestock to meet nutritional and dietary requirements of farm animals. 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 introduced.

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

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 3 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 Prog,
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 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 3 credits

Prerequisites: ALTH 1121

Corequisite: ALTH 1125

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 Practicum 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 1130 Pharmacology for Allied Health 2 credits

Prerequisite: Acceptance into Health Science Program

Describes the scope of pharmacology as it relates to Health Science Professions. Instruction introduces the student to drug therapy and pathophysiologic conditions, patient education regarding medications and researching drugs in a drug reference. Course content includes the use, action, side effects, contraindication, and routes of administration most commonly administered in the medical office. Knowledge and experience is gained through researching of drugs, both generic and trade name, and recording the information on pharmacology index cards. Students are also required to complete worksheets to record medications administered, dispensed, or prescribed during the practicum experience.

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 Medcin Software. It includes using the computer to: 1) navigate the medical health record 2) record various patient health information such as history and findings 3) Order diagnostic tests and writing prescriptions 4) use EHR software to understand E&M code 5) use ICD10-CM codes to justify billing and orders based on diagnosis 6) graph lab results 7) use EHR to improve patient care.

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 Phlebotomy Program

Corequisite: ALTH 2225

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, transportation, safety in laboratory setting, anatomy and terminology associated with phlebotomy, and ethical and legal issues.

ALTH 2225 Phlebotomy Practicum 1 credit

Prerequisite: Acceptance into Phlebotomy Program

Corequisite: ALTH 2201

The Phlebotomist Practicum Program is a period of directed practice, which consists of practical phlebotomy in a CLIA regulated, accredited laboratory facility. The students 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

This course continues emphasis on CPT and ICD-10 coding skills, office and insurance collection strategies and introduces hospital billing concepts. The course includes capstone review, credentialing exam preparation, and may offer an optional, competitive entry practicum experience as site availability permits.

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.

ALTH 2260 Capstone Medical Transcription 2 credits

Prerequisites: MAST 1115 and MAST 2212

Corequisite: 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 Kirkoff'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

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, installing, 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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, mining, fresh water, oceans, coasts, air pollution, global climate change, nonrenewable and renewable energy sources, and 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 3 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
Corequisite: ECON 2205

An introduction to marketing activities, analysis, strategies, and decision making. Topics include: integration of product, price, promotion, and distribution activities; research and analysis of markets, environments,

competition, and customers; market segmentation and selection of target markets; and emphasis on behavior and perspectives of consumers and organizational customers. Planning and decision making for products and services in profit and nonprofit, domestic and global settings are also covered.

BADM 2206 History & Principles of Management *3 credits*

This course is an introduction to the history and concepts of management. Concentration on ethical and social responsibility, the planning process, decision making, organizational behavior, organizational structure, power, authority, delegation, and decentralization. As part of the study of management this course covers such topics as organizational change, staffing, leadership, motivation, communication, and managerial controls.

BADM 2208 Supervision and Leadership *3 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 provide students with the tools needed to develop and maintain a personal financial plan. Students will learn practical strategies for investing, saving, budgeting, using credit, paying bills, and filing tax returns. Students will also research purchase decisions related to automobiles, housing, and insurance.

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 *3 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 1102 and ECON 2205 OR ACCT 1105 and 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, stakeholders, shareholders, 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 2272 Business Communications *3 credits*

A practical introduction to interpersonal communication as it applies to the modern workplace. Students will create a variety of business documents and communications using current, industry relevant, technology. Special emphasis will be placed upon strategies for communicating in a team setting. This course will assist students in developing the written, oral, and collaborative skills necessary for future business courses, internships, and professional positions.

BADM 2290 Problems in Business *3 credits*

Prerequisites: ACCT 1102, BADM 2251, CSCI 2218, ECON 2205 OR ACCT 1105, BADM 2251, CSCI 2218, ECON 2205

A comprehensive survey course designed to test the student's mastery of the core courses required for the Associate Degree. 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 3 years, High School Biotechnology, BIOL 1104

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 1120 Biotechnology and Laboratory Science of Agriculture and Aquaculture.

4 credits

Prerequisite: BTNL 1110 or BIOL 1101

This course studies and performs many of the fascinating technological applications of biotechnology to agriculture and aquaculture.

This course will perform plant tissue culture from obtaining an explant in a sterile environment to forming a commercial enterprise for the sale of the mature plants.

There will be a survey of currently used transgenic plants and animals in Ohio. This will include transgenic soy beans and corn. There will be an examination of the culture and use of algae in Ohio and an examination of Ohio aquaculture in general.

The course will discuss the use of recombinant DNA technology to produce genetically engineering plants and animals. Recombinant DNA technology will be applied to transfer genetic material 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 strains and pedigrees. A plant variant will be identified using molecular biological methods.

The mammalian immune system will be studied. There will be an application of the 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. The use of farm animals in Ohio to produce antibodies will be examined. The use of plants in Ohio such as tobacco to produce antibodies will be discussed.

Algae will be maintained in a bioreactor. Fish maintenance and culture will be studied. Animal tissue culture will be studied and performed. The purity of agriculture products will be analyzed using visible Spectrophotometry, UV Spectrophotometry.

BTNL 1199 Seminar

1-6 credits

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

BTNL 2210 Biotechnology and Laboratory Science of Microorganisms

4 credits

Prerequisites: BTNL 1110 and 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, multi-cellular 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 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* 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

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, pre-implantation 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.

BTNL 2280 Biotechnology and Laboratory Science Work Experience 1-8 credits

Prerequisite: The student must have completed Introduction to Biotechnology (BTNL 1110).

Biotechnology and Laboratory Science Work Experience is a paid or unpaid work activity which relates to an individual student's occupational or learning objectives.

CHEMISTRY - CHEM

CHEM 1120 Introduction to Chemistry 5 credits

Prerequisite: One of the following:

- 2 years of college preparatory math with a grade of "C" or higher
- Appropriate score on college placement exam
- MATH 101 or MATH 106 or MATH 1106

A beginning chemistry course designed for students in the health science programs or those desiring to fulfill a non-science general education requirement. Topics covered include measurement, atomic theory, bonding and chemical formulas, chemical reactions, stoichiometry, kinetic molecular theory, gas laws, solutions, acid-base chemistry, reaction rates, and oxidation/reduction. Laboratory exercises are 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 alkadienes, 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.

COLLEGE SUCCESS - COLL

COLL 1100 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 LRC 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.

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.

COMM 2206 Media Writing *3 credits*
Prerequisite: ENGL 1101

Media Writing is designed to introduce students to the basic processes of reporting and writing for newspapers (electronic and print) and broadcast media. Students will also explore photojournalism and newswriting for the web as well as writing for advertising and public relations. The course also addresses the editing process, Associated Press guidelines, and legal and ethical concerns of the journalist.

COMM 2250 Media & Culture *3 credits*
Prerequisite: ENGL 1101

Media & Culture is a survey course 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.

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 1104 Google Apps & Internet Safety *3 credits*

Introduction to Google establishing a Google account, utilizing Google Drive and Google Docs, Google Slides, Google Sheets, Google Maps, Common Google Apps, and Google Arts and Culture.

CSCI 1109 Word Lab *1 credit*

Hands on computer use with word processing software. Familiarizes the student with problem solving using business application word processing preparation and editing according to Microsoft Word standards, methodology and terminology. We will be utilizing Microsoft Word 2016 software as our word processing program.

CSCI 1120 Computer Applications *4 credits*

This course is designed as an introduction to computer concepts including computer literacy, exploration of internet evaluations, computer hardware identification, operating systems, utility programs, social media, and computer security and privacy. This course provides a general working knowledge and understanding of Microsoft Windows and file management, Microsoft Office applications including OneNote, Outlook, Word, Excel, PowerPoint, Access, application integration and cloud computing.

CSCI 1121 Structured Programming *4 credits*

This course is designed to familiarize students with the fundamental concepts and techniques of a structured programming language. This course will introduce core programming basics using the Python programming language.

CSCI 1130 Adobe InDesign Electronic Publishing *3 credits*

Students will learn step-by-step the key techniques for working in Adobe InDesign. They will build a foundation of working with typography, document construction, page layout, digital publications, epub and PDF formats and forms. Students will design, import, and edit objects, graphics, and typography all while learning about document design.

CSCI 1145 Introduction to Multimedia *3 credits*

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 Adobe Animate Animation Software *3 credits*

Students will learn introductory concepts in 2 dimensional computer animation, as related to the Adobe Flash software program. Students will learn about the

animation environment and workspace, timelines and frames, creating and editing graphic symbols, keyframe animation, tweening animation and creating interactivity.

CSCI 1147 Adobe Dreamweaver Web Design 3 credits

This course is an introductory course in using Adobe Dreamweaver. Students will learn about planning, design, development, accessibility, and creating interactive Web sites.

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 EENG 1150.

CSCI 1155 LINUX 3 credits

This course is intended for students who want to learn about the Linux operating system and prepare to pass the Linux+ certification exam from CompTIA (Powered by LPI). It does not assume any prior knowledge of Linux and is geared toward those interested in systems administration as well as those who will use or develop programs for Linux systems. This course provides comprehensive coverage of topics related to Linux certification, including Linux distributions, installation administration, X-Windows, networking, and security.

CSCI 1165 Adobe Photoshop Digital Imaging 3 credits

Students will learn introductory concepts in drawing and image editing with the computer, especially as related to the Adobe Photoshop software program. Students will be learning about the differences between bitmap and vector graphics; working with editing tools and layers; masking, color correction and advanced composition, and working with file formats. Students will use the skills learned to take the Adobe Certified Associates exam.

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 2205 Mobile Device Programming 4 credits
Prerequisites: CSCI 1120

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 2213 Access 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) 2016 Exam.

CSCI 2216 Outlook 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 in preparation for Microsoft Outlook Exam.

CSCI 2217 PowerPoint 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 the Microsoft PowerPoint 77-729 Exam.

CSCI 2218 Excel 3 credits

Introduction to spreadsheet software using adopted Microsoft Excel release edition to create, design, edit, and enhance spreadsheets and workbooks, format worksheets and workbooks, working with and understand numerical data entry, basic formulas and functions, design charts, enhance with pictures and logos, secure and share data, in preparation for the Microsoft Excel 77-727 Exam.

CSCI 2220 Adobe Illustrator Vector Graphics 3 credits

Students will learn step-by-step the key techniques for working in Adobe Illustrator. They will build a foundation of creating vector graphics for logos, illustrations, posters, etc. They will learn the basics of the Illustrator drawing and editing tools and being able to export their designs into a variety of formats.

CSCI 2233 CISCO Introduction to Networks 3 credits

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CSCI 2234 Server Administration 3 credits

Prerequisite: CSCI 1150

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 1150. The course familiarizes the student with server administration and management concepts.

CSCI 2236 CISCO Routing & Switching Essentials 3 credits

Prerequisites: CSCI 2233

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANS, and inter-VLAN routing in both IPv4 and IPv6 networks.

CSCI 2240 Systems Analysis 3 credits

Prerequisites: CSCI 1120

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 2246 PC Troubleshooting & Repair 3 credits

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 1121

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 1120

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 2263 HTML 5 Programming 3 credits

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 3-D technologies.

CSCI 2268 Adobe Premiere Video Editing 3 credits

Students will learn step-by-step the key techniques for editing and publishing digital video in Adobe Premiere. Students will develop skills in workflow, editing and organizing clips and adding audio, titles, effects and transitions. Students will begin to develop more advanced skills in sound mixing, compositing, color adjustment and virtual reality.

CSCI 2270 Co-Op - Interactive Media 2-12 credits
Prerequisite: Student must have completed 1st year of the 455A.

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 SSCC including SSCC. The student will be assigned web design/development, video/audio production, social media, multimedia application development or training duties.

CSCI 2275 Professionalism 3 credits

This course will better prepare students on how to conduct themselves in a professional work setting. Topics include: career planning and exploration, self - assessment, career research, resume development, interview skills, Cooperative Education policies and procedures and other skills that bolster professional success.

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

Prerequisite: SSCC computer science instructor must approve students for the course.

This Co-Op will give student paid or unpaid practical working experience. Each student will be assigned working assignments with the various Private/Public work sites with agreement with SSCC. The student will be assigned repair, helpdesk, and support with hardware and software.

CRIMINAL JUSTICE - CJUS**CJUS 1101 Introduction to Law Enforcement** 2 credits

This course will explore the history, development, philosophy and the 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.

CJUS 1102 Basic Law Enforcement I 8 credits
Prerequisite: Acceptance into Basic Peace Officer Training Academy

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 1111 Introduction to Correction 2 credits

This course will examine the institutional and non-institutional aspects of contemporary corrections. Community corrections, probation, parole and other forms of intermediate sanctions and incarceration alternatives will be analyzed. The operations of jails and prisons will be evaluated by focusing on safety, security, classification and programming.

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*

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 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 1120

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.

CYBR 2215 Advanced Computer Forensics and Cyber Crime *4 credits*

Prerequisite: CYBR 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.

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*

This course will introduce you to the economic way of thinking and decision making for Businesses and Consumers. You will become familiar with supply and demand; how the consumer, business, and the government affect prices; and public choices vs. private choices.

ECON 2206 Principles of Macroeconomics *3 credits*

This course looks at the Aggregate Economy and its effects on Businesses and Consumers. Subjects that will be covered include the basic theory of national income analysis, unemployment and inflation, and 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 **Prerequisite: EDUC 1101**

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 2 credits
for Children**

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 2 credits
for the Young Child**

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 & 3 credits
Education****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
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 on-site 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****Corequisite: EDUC 2224**

This seminar is designed to accompany EDUC 2224. The seminar will provide students with opportunities to share and critique their on-site 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 3 credits
& Schools**

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 3 credits
Reading Approaches****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

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 on-site 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

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 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 EENG 1150.

EENG 1185 Electrical Machinery 3 credits

Prerequisites: EENG 1115

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 3 credits

Prerequisite: EENG 1105 corequisite 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. Including DA & AD convertors microprocessor & microcontrollers.

EENG 2215 Analog Circuits & Devices 3 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

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

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 introduces 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/Electronics Technology

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 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 and interpreting architectural, duct work, 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, 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

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 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

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 15 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: PHYS 1117 and MATH 1120

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 1142

An introductory course in computer assisted design techniques. The student will gain experience by solving problems in drafting utilizing an interactive CAD system. Students will extend their CAD competency by solving sophisticated drafting problems utilizing an interactive CAD system, applications, course description and lecture with an opportunity to test for third party credentials via Autodesk.

ENDS 2231 Computer Graphics II 3 credits

Prerequisite: ENDS 2230

An advanced course in computer assisted design techniques. The student will gain experience by solving problems in drafting and 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 1142

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*

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 score of Writing 430 and Critical Reading 450 or above, successful completion of ENGL 0097 or ENGL 0099 with a "C" or better, or a high school English/Language Arts grade average of "B" or higher with an Accuplacer score of 4 or above.

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. Current MLA (or APA) 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, workplace communication, 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 2207 Women's Literature *3 credits*

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

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

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

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

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 2220 Introduction to Travel Writing 3 credits

Prerequisites: ENGL 1101

Study of the history, critical theories surrounding, and the process of creating travel writing.

ENGL 2230 American Literature to 1865 3 credits

Prerequisites: ENGL 1101

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

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

ENGL 2236 Contemporary World Literature: The Novel (1945-present) 3 credits

Prerequisites: ENGL 1101 or ENGL 101

This course is a survey of world literature from post-war to present that focuses on novels and novellas. Student will read and discuss great works from around the world, effectively establishing a global view of how literature has evolved since the Second World War. Areas covered include Africa, Asia, The Caribbean, Europe, The Far East, The Middle East, North America, and South America. 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 2238 Young Adult Literature 3 credits

Prerequisites: ENGL 1101, EDUC 1102

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 Film 3 credits

Prerequisites: ENGL 1101

This course is designed to introduce students to the vocabulary and artistic elements of film. It will focus

on the elements of cinematic language (including narrative, mise-enscene, cinematography, acting, editing, and sound). Students will view films to gain an understanding of cinematic form and learn techniques for analyzing and interpreting film.

ENGL 2241 Film History 3 credits

Prerequisite: ENGL 1101

This course is a survey of the major developments, movements, and critical approaches in film, with particular emphasis on narrative film. The course emphasizes an understanding of the historical, cultural, and aesthetic context that influence film and develops the student's understanding of a film's narrative and visual structure. Screenings of films required.

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 2247 Critical and Cultural Approaches to the Fairytale 3 credits

Prerequisite: ENGL 1101

This course will examine the cultural history of an examine critical approaches to fairy tales, with particular attention paid to the fairy tales of Germany and the Brothers Grimm. The course examines the cultural significance of the original texts, works to develop critical responses to the texts, and actively examines the connections between the original tales and the forms of fairytales being told and created today.

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 1120 Innovation & Creativity 3 credits

This is a course to introduce the student to understanding creative abilities, recognizing their creative abilities, changing 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 his/her creative abilities; change the way he/she thinks 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 Entrepreneurship: *3 credits*

Managing Small Business

Prerequisite: ACCT 1101 or ACCT 1104 or ACCT 104

This course introduces students to the opportunities and challenges associated with the creation and management of entrepreneurial and small organizations. This course discusses innovative and contemporary approaches in addressing areas such as: starting, acquiring a business, succeeding in business, and franchising a small business venture. The course also provides the foundation for small business and an overview of business concepts, including topics such as: theories of entrepreneurship, types and characteristics of entrepreneurship, the business life cycle, entrepreneurial economics, accounting and financial management, legal issues, marketing research and planning, human resource management, ethics and social responsibility, product and service research development and acquisition, and the use of technology.

ENTR 2201 Funding Acquisition for Entrepreneurs *3 credits*

The student will understand and demonstrate an understanding of acquiring funding for a business venture. They will also understand the impact of funding sources. The importance of the financial health of a business will also be examined. 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: Students must have completed a minimum of 12 semester hours of Entrepreneurship (ENTR) courses with a grade of "C" or better and have completed at least 30 semester hours toward the Entrepreneurship Program with an overall grade average of "C" or better.

This course consists of the student participating in a supervised Entrepreneurial experience at an approved worksite. The course also includes one hour per week

of classroom participation. The student should be able to apply classroom knowledge to actual work situations. Students must get worksite approval from the Instructor prior to the end of the previous semester. A minimum of 210 hours of work/training (14 hours per week) is required with one additional hour of classroom participation per week. This course is required for the Associate of Applied Business 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 1130 Oil/Acrylic Painting 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/Acrylic 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 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.

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 with 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 4 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 4 credits

Prerequisite: Successful completion of Beginning American Sign Language I

Students continue to build on skills learned in Beginning American Sign Language I: grammar, conversational strategies and cultural information. In addition, students will add to their knowledge several kinds of lessons: functional (conversational or narrative), skill building, comprehension, cultural and review. The functional lessons introduce vocabulary and key grammar structures through the use of key dialogues or narratives. Skill building lessons focus on practicing detailed language features that support students' general ASL production, such as various number types, expanded finger spelling practice, space and semantic use of agreement or spatial verbs and use of negation signs. The comprehension lessons use stories to expand students' skills to process and figure meanings from larger chunks of signed information. The culture lessons focus on behaviors and knowledge that enable students to act in appropriate linguistic and social ways, and to gain more cultural insight on the Deaf community.

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 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.

FLNG 2220 Intermediate American Sign Language I *4 credits*

Prerequisite: Successful completion of Beginning American Sign Language II

Intermediate American Sign Language I has been designed to build upon the student's prior knowledge and experiences from Beginning American Sign Language I & II. This course focuses on building narrative skills and developing real-world conversational skills used in everyday discussions. Students will continue to acquire cultural information through immersion in the Deaf Community and through the stories presented in the text and live in class. Students will gain the skills needed to express ideas and concepts and illustrate how things work using American Sign Language.

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*

Study of physical education, exercise science, sport, and other related fields as academic disciplines and professions. Examination of history, philosophies, concepts, issues, and trends of physical education 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 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 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 2217 Yoga 1 credit

An introduction to the nature and principles of yoga. Students will gain knowledge of the benefits of performing yoga 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 Health 3 credits

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 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 2261 Advanced Cardiac Life Support for Novice Providers 2 credits

Prerequisites: EMTP 2220 or NURS 2205, NURS 2210, 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.

HISTORY - HIST

HIST 1110 American History I 3 credits

This course is a survey of the United States from the pre-Colombian 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-Colombian 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 3 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 1130 African American History 3 credits

This course will examine the major concepts/events, and their interconnections, that shaped African Ameri-

can History (within US History itself) and analyze their impact on African American society today. African American History is a course studying the experiences, lives, and contributions of African Americans in American history from European arrival in the Americas to the present.

HIST 1140 American Women's History 3 credits

American Women's History is a survey course studying the experiences, lives, and contributions of women in American history from the colonial period to the present. This course traces the changing roles of women throughout history as well as their experiences on racial, ethnic, class, and political basis. The problems and solutions women have faced, along with their many achievements, are discussed with an emphasis on understanding the important roles women have played in American history.

HIST 1151 Introduction to Western Civilization I 3 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 3 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 and 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, and differences in helping strategies with substance abusers, pharmacology, and psychopharmacology. *This course meets the required hours for the student's CDCA, as listed by the Ohio Chemical Dependency Professionals Board.*

HSSR 1120 Human Services Methods & Ethical Procedures 3 credits

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; interpersonal 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 communica-

tion. 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 3 credits
in the Helping Professions

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.

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

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 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 & 3 credits
Treatment of Chemical Dependency
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 3 credits
& Family Systems
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 de-escalate crisis situations, strategies for meeting the needs of individuals and communities within a diverse population.

LOGISTICS MANAGEMENT - LMGT**LMGT 1110 Principles of Logistics & Supply Chain Management** *3 credits*

This course introduces logistics/physical distribution and supply, and the related costs. It provides a systematic overview and analysis of the elements of logistics

functions in widely varying types of industries and agencies, including handling, warehousing, inventory control and financial controls.

LMGT 1130 Logistics & Transportation *3 credits*
Prerequisite: LMGT 1110

This course focuses on logistics and intermodal transportation as part of supply chain management. The course addresses the development of the global transportation system, transportation regulation, the modes of transportation and how they interface, shipper issues, intermodal transportation management and the future in transportation.

LMGT 1150 Inventory Management *3 credits*
Prerequisite: LMGT 1130

This course studies the strategic role that inventory plays in the modern logistics environment. Subjects include inventories, regulations, outsourcing, material handling, procurement, continuous improvement, inventory control, and measuring inventory productivity.

LMGT 2200 Warehouse Management *3 hours*

This course is designed to provide an overview of the strategic role of the warehousing function within the modern logistics environment, and the elements involved in warehouse management. Subjects include warehouse strategies, regulations, ICT, material handling, inventory control, and measuring inventory and warehouse productivity.

LMGT 2220 International Logistics Management *3 credits*

Topics covered in this course include the government's role in global logistics, the global logistics environment, ocean and air transportation, transportation to Canada, Mexico and the European continent including intermediaries, documentation, insurance, exporting and importing. Current trends in globalization will also be explored and evaluated. The role of logistics and transportation organizations in the global supply chain process will be discussed.

LMGT 2240 Logistics & Technology *3 credits*

This course introduces the role of technology in logistics/physical distribution and supply chain management. It explores the creation of integrated supply chains, the developments of virtual business and the process of re-engineering for business development. In addition, it looks at procurement as a strategic value from the "why" and "what" of good procurement instead of just the "how".

MATHEMATICS - MATH

Math Substitution Policy: In programs requiring a 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: A student must meet one of the following criteria to register for this course:

- High School Algebra I with a grade of C or higher

- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 26 or above

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: Student must meet one of the following criteria to register for this course:

- Two years of College preparatory math from High School with a grade of C or higher
- Appropriate score on the College placement test
- MATH 1106 with a grade of C or higher
- Score of 40 or above on the Elementary Algebra Accuplacer Test

This course is designed for students in technologies related to the social sciences or business. Students will experience mathematical language, notation, and problem solving. Competencies will include Numeracy (critical thinking, problem solving, rates, ratios, dimensional analysis, proportions and percentages), Mathematical Modeling (personal finance, loans, investments, linear functions), and Probability/Statistics (measures of central tendency and spread, interpretation of data presented in graphical form, use of probability in decision making).

MATH 1116 Beginning Algebra *3 credits*

Prerequisite: A student must meet one of the following criteria to register for this course:

- Math 1106 with a grade of B or higher

- Students with a C in 1106 must meet with an advisor before registering

- Two years college preparatory math with a grade of C or higher

- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 40 or above

This course includes the basis concepts and techniques of elementary algebra. Topics include solving first degree equations and inequalities, coordinate system graphing of linear equations and inequalities, creating the equation of a line and solving systems of linear equations. This course cannot be used to meet general education or math requirements in a program. This course may be able to be used as elective credit toward a degree. Check with an advisor.

MATH 1118 Intermediate Algebra *4 credits*

Prerequisite: Student must meet one of the following criteria to register for this course:

- Math 1117 or Math 1116 with a grade of B or higher

- Students with a C in MATH 1116 must meet with an advisor before registering.

- Three years college preparatory math with a grade of C or higher

- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 60 or above

This course is a continuation of algebra concepts. Topics include a review of elementary algebra concepts, rational expressions, linear equations, polynomials and factoring, 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: A student must meet one of the following criteria to register for this course:

- Math 1118

- 3 years of college prep mathematics with a grade of C or above

- Appropriate score on College Placement Test.
- Accuplacer EA with a score of 60 or above

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: A student must meet one of the following criteria to register for this course:

- Math 1118 or Math 1116
- Three years college preparatory math with a grade of B or higher
- Appropriate score on the College Placement Test
- ACT Math score of 22 or above
- SAT Math score of 530 or above
- Accuplacer EA with a score of 90 or above

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 Math *3 credits*

Prerequisite: Student must meet one of the following criteria to register for this course:

- MATH 1117 or MATH 1116 or above
- Two years of College prep math with a grade of C or higher
- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 40 or above

This course introduces math topics used in allied health fields. The topics covered include metric and household (English) systems, conversion factors, medical dosage calculations for oral medications, parenteral medications, and syringes; pediatric dosages; solutions; safe dosages; infusions; and case studies.

MATH 1141 College Algebra *3 credits*

Prerequisite: Student must meet one of the following criteria to register for this course:

- MATH 1118 with a B or higher
- Students with a C in MATH 1118 must meet with an advisor before registering.
- 3 years of college preparatory math with a Math GPA of 3.5 or above on a 4.0 scale
- ACT Math Score of 22 or above
- SAT Math Score of 530 or above
- Appropriate score on the College Placement Test
- Accuplacer EA with a score of 90 or above

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 piece wise 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: One of the following: 4 years of college preparatory math with a grade of "C" or above; appropriate score on math placement test; MATH 141 or MATH 1141; ACT math score of 26 or higher

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: Student must meet one of the following criteria to register for this course:

- Math 1118 or the equivalent with a grade of C or higher
- MATH 1124 or Math 1141
- Three years college prep math with a grade of C or above
- Appropriate score on the College Placement Test
- ACT Math Score of 22 or above
- SAT Math Score of 530 or above
- Accuplacer EA with a score of 90 or above

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 MATH 1160.

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: One of the following: MATH 1141 and 1142, or Math 141 and 142; 4-5 years of college preparatory math with a grade of "B" or above (This must include a course in trigonometry); or ACT math score of 26 or above.

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, MATH 223, 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: A student must meet one of the following criteria to register for this course:

- Finite Math 1124 or College Algebra 1141
- MATH 1118 with a grade of B or higher
- ACT Math Score of 22 or above
- SAT Math Score of 530 or above
- Appropriate score on the College Placement Test

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.

MATH 2291 Introduction to Mathematical Proofs 3 credits

Prerequisite: MATH 2223 and MATH 2250

This course introduces logic and various techniques used in mathematical proofs. Students gain experience in constructing proofs, primarily through sets, relations, functions, algebraic structures and properties of real numbers. This course benefits students intending to study mathematics at the university level.

MEDICAL ASSISTING - MAST

MAST 1101 Introduction to Medical Assisting & Procedures 3 credits

Prerequisite: Acceptance into Medical Assisting Program, MAST 1111, MAST 1115

This course presents introductory level procedures for assisting the physician with patient/client examination. Instruction includes an introduction to medical assisting, certification requirements, orientation to the laboratory, and progresses through theory and techniques utilized by the medical assistant. Content includes communication skills, infection control, aseptic technique, and progresses to office procedures, room preparation,

patient/client assessment and education, nutrition, inventory, and equipment maintenance. Competency examination for patient/client history, biohazardous spill, contaminated glove removal, handwashing, vital signs, positioning and draping, and specialty examinations are included.

MAST 1111 Medical Administrative Procedures *3 credits*

Prerequisite: Acceptance in Medical Assistant Technology or Medical Billing & Coding Specialist
Corequisite: MAST 1115

This course is designed to introduce the student to administrative and general duties found in a medical office, and includes appointment scheduling, records management, electronic health records, written communications, preparation of medical records, ICD-10-CM and CPT medical coding, health insurance, billing and collections, transcription of letters and medical reports, and telephone procedures. Office simulations and administrative competency based examinations are included.

MAST 1115 Medical Terminology *2 credits*

This course is designed for the health science student 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. The course provides an overview of body systems, their anatomy and physiology, diseases, conditions, current medical and diagnostic procedures, treatments, and pharmaceutical agents, used in conjunction with terminology. Authentic medical records with activities to enhance the application of medical terminology to the “real world of medicine” are included. Correct spelling, definition, and pronunciation of medical terms is stressed. Communication both written and verbally between health care professionals, and between the health professional and patient, is emphasized.

MAST 1118 Human Diseases *2 credits*

Prerequisites: BIOL 1104 or BIOL 2205 (per program requirements), MAST 1115

This course includes basic information about common medical conditions, diseases, and the disease process. Emphasis will be placed on documentation of symptoms, patient assessment, case management - including diagnostic tests indicated, treatment indicated, client teaching required and ways to validate a patient’s understanding of their disease and treatment. Course content includes major conditions organized by body system and a nine-part format consisting of description, etiology, signs and symptoms, diagnostic procedures, treatment, complimentary therapy, client communication, prognosis and treatment. Current ICD-10-CM coding systems are discussed and codes

are listed for each disease reinforcing the importance of proper coding for reimbursement and research.

MAST 1126 Clinical Practicum I *1 credit*

Prerequisites: Acceptance in the Medical Assistant Technology Program, MAST 1101, MAST 1111

The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medical office. Students will demonstrate knowledge gained and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

MAST 1199 Seminar *1-6 credits*

Prerequisite: Refer to syllabus addendum for any pre-requisites.

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

MAST 2205 Medical Law & Ethics *2 credits*

This course is an introduction to the legal and ethical challenges faced in the practice of health care. Topics include requirements for licensure, certification, and registration of medical professionals. Discussion and class exercises relate to the correlation of medical office employees to the public, civil and criminal acts, negligence, contracts, bioethics, litigation in the medical workplace, HIPPA, use of consent forms, patient rights and confidentiality, the medical record and related topics in the news.

MAST 2212 Medical Transcription *3 credits*

Prerequisite: Acceptance in the Medical Assistant Technology Program

Introductory course in medical transcription including the use of transcription equipment, computer word processing, formatting and use of appropriate medical forms. Includes ethical and legal issues for the medical transcriptionist as well as transcription guidelines for punctuation, capitalization, proofreading and making corrections, and use of references. Emphasis is placed on accuracy, correct spelling, and punctuation of chart notes and letters with an introduction to the history and physical report, and hospital discharge summary.

MAST 2215 Medical Laboratory Techniques *3 credits*

Prerequisite: MAST 1101, MAST 1115

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.

MAST 2218 Medical Billing & Coding 3 credits

Prerequisite: Acceptance in Medical Assistant Technology or Medical Billing & Coding Specialist

The course begins with the fundamentals of initiating, tracking and processing insurance forms for commercial insurance carriers. Basic theory and coding principles utilizing Current Procedural Terminology (CPT), International Classification of Diseases (ICD-10-CM), and Healthcare Common Procedure Coding System (HCPCS) for completion of medical insurance claims. Use of appropriate terminology is emphasized along with accurate abstracting of information from the office medical record. A Competency Based Exam (CBE) for accurate completion of CMS-1500 is completed. The second half of the course continues emphasis of accuracy in CPT and ICD-10-CM coding skills and moves into insurance problem-solving, and initiating, tracking and processing Blue Plans, managed care plans, private insurance, Medicare, Medicaid, TRICARE, Veteran's Health Care, Workers' Compensation, and finishes with introduction to Diagnosis Related Groups (DRGs).

MAST 2219 Medical Billing & Coding II 3 credits

Prerequisite: MAST 2218

This course continues emphasis on Current Procedural Terminology (CPT) and International Classification of Diseases (ICD-10) coding skills and provides fundamentals of initiating, tracking and processing Medicare, Medicaid, Champus/Champva, Workers' Compensation and Disability Compensation claims, and introduction to Healthcare Common Procedure Coding System (HCPCS) and Diagnosis Related Groups (DRGs).

MAST 2220 Emergency Medical Procedures 3 credits

Prerequisite: MAST 1101 or ALTH 1101

Introduction of theory and techniques employed by the health care professional in emergency situations. Course includes simulations and laboratory sessions to identify and institute appropriate responses to various emergency incidents. Included with the emergency procedures 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.

MAST 2226 Clinical Practicum II 1 credit

Prerequisites: Acceptance in the Medical Assistant Technology Program, MAST 1126

The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medical office. Students will demonstrate knowledge gained, and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

MAST 2230 Pharmacology for Medical Assisting 3 credits

Prerequisites: Acceptance in the Medical Assistant Technology Program, MAST 1115, 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.

MAST 2240 Clinical Procedures 3 credits

Prerequisites: Acceptance in the Medical Assistant Technology Program, 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/client instructions for GI testing, pre- and postnatal exams, Pap smears, assisting with minor surgical procedures, assisting with technical diagnostic procedures, and technique.

MAST 2297 Medical Assisting Review 2 credits

Prerequisites: Acceptance in the Medical Assisting Technology Program, MAST 2240, MAST 2215, MAST 2218

Co-requisites: MAST 2220, MAST 2230

This course is designed as a review tool for the Medical Assisting student in preparation for successful completion of credentialing examination, to aid students in

discovery of content areas needing review, recalling administrative, clinical and trans-disciplinary medical assisting principles, medical assisting guidelines, skill competency review, and practice of computer-based test-taking skills.

NURSING - NRSG (ADN)

NRSG 1050 Introduction to Nursing Practice *2 credits*

Prerequisite: Acceptance into the Nursing Program

Corequisites: BIOL 2205, MATH 1135, NRSG 1200, and NRSG 1500

This course guides the student to develop behaviors and skills to succeed in the nursing program.

NRSG 1107 Nursing Ethics *2 credits*

Prerequisites: English 1101 and NRSG 1050

This course examines the topics of cultural awareness and ethical decision making as it applies to nursing practice.

NRSG 1200 Pathophysiology *2 credits*

Prerequisite: Acceptance into the Nursing Program

Corequisites: BIOL 2205, MATH 1135, NRSG 1050, and NRSG 1500

This course addresses the pathophysiology of selected disorders across the lifespan and the nursing implications of this knowledge.

NRSG 1300 Pharmacology *2 credits*

Prerequisite: BIOL 2205, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1500

Corequisites: BIOL 2206, ENGL 1101, NRSG 1600, and PSYC 1111

This course introduces the nursing student to pharmacologic nursing practice.

NRSG 1500 Nursing Concepts I: Normal Findings *5 credits*

Prerequisite: Acceptance into the Nursing Program

Corequisites: BIOL 2205, MATH 1135, NRSG 1050, and NRSG 1200

This course introduces the student to nursing care of the patient with normal findings.

NRSG 1600 Nursing Concepts II: Wellness and Basic Chronic Conditions *6 credits*

Prerequisite: BIOL 2205, MATH 1135, NRSG 1050, NRSG 1200, and NRSG 1500

Corequisites: BIOL 2206, ENGL 1101, NRSG 1300, and PSYC 1111

This course will guide the student to develop nursing

knowledge and skill related to wellness, health promotion, and to care for the patient with basic chronic conditions.

NRSG 2200 LPN to RN Bridge *3 credits*

Prerequisite: Acceptance into the Nursing

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.

NRSG 2300 Concepts of Maternal and Child Nursing Care *5 credits*

Prerequisite: BIOL 2205, BIOL 2206, ENGL 1101, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, and PSYC 1111

Corequisites: ENGL 1102, NRSG 2500, and SOCI 1170

This course prepares the student to meet the unique needs associated with maternal and child nursing care.

NRSG 2400 Mental Health Nursing *2 credits*

Prerequisite: BIOL 2205, BIOL 2206, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, PSYC 1111, and SOCI 1170

Corequisites: BIOL 2210, NRSG 1107, NRSG 2600, and NRSG 2800

The course prepares the student to advance knowledge and skill for the care of patients with mental health needs.

NRSG 2500 Nursing Concepts III: Acute and Chronic Conditions *5 credits*

Prerequisite: BIOL 2205, BIOL 2206, ENGL 1101, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, and PSYC 1111

Corequisites: ENGL 1102, NRSG 2300, and SOCI 1170

This course will prepare the student to care for the patient with acute and chronic conditions.

NRSG 2600 Nursing Concepts IV: Complex & Higher Acuity Conditions *4 credits*

Prerequisite: BIOL 2205, BIOL 2206, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, PSYC 1111, and SOCI 1170

Corequisites: BIOL 2210, NRSG 1107, NRSG 2400, and NRSG 2800

This course will prepare the student to care for patients with complex or higher acuity conditions.

NRSG 2800 Nursing Capstone *3 credits*

Prerequisite: BIOL 2205, BIOL 2206, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1050, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, PSYC 1111, and SOCI 1170

Corequisites: BIOL 2210, NRSG 1107, NRSG 2400, and NRSG 2600

This course is designed to provide concepts relevant to the needs of the student preparing to transition from the role of a student RN into the professional RN role. Legal, ethical, and cultural issues, quality improvement issues and required communication will be integrated with each skill. Guided laboratory and clinical experience complements theory.

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 2016 to demonstrate basic level production formatting of emails, memos, business correspondence, tables, business reports, manuscripts, and research paper.

OFIT 1130 Word Processing I *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 the Microsoft Word 77-725 Exam.

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 *3 credits*

This course will provide an understanding of 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. 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, crating letterheads, business cards, personal documents, brochures, booklets, promotional documents, and creating newsletters utilizing Microsoft Office 2016.

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 *4 credits*

Prerequisite: Students must have completed 25 credit hours in the Office Information Technology studies area with a grade of “C” or above in each course.

A supervised on or off-campus office work experience applying knowledge and skills learned in the classroom or on-line learning experience. Twenty-one (21) hours of work per week required for three credits. An on-campus seminar or online learning seminar will be included for one credit hour. Students must have completed 25 credit hours in the Office Information Technology studies area with a grade of “C” or above in each course.

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 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 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 1116 or 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 General Physics I 4 credits
(Algebra Based)

Prerequisites: MATH 1141 and 1142, or the equivalent. Lab must be taken concurrently with General Physics.

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. Lab PHYS 2211 must be taken concurrently.

PHYS 2202 General Physics II 4 credits
(Algebra Based)

Prerequisite: 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. Lab PHYS 2212 must be taken concurrently.

PHYS 2211 General Physics Lab I 1 credit

Corequisite: PHYS 2201

Lab must be taken concurrently with PHYS 2201 General Physics I.

PHYS 2212 General Physics Lab II 1 credit

Prerequisite: PHYS 2201

Corequisite: PHYS 2202

Lab must be taken concurrently with PHYS 2202 General Physics II.

PHYS 2221 College Physics for 4 credits
Scientists & Engineers I
(Calculus Based)

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. Lab PHYS 2231 must be taken concurrently.

PHYS 2222 College Physics for 4 credits
Scientists & Engineers II
(Calculus Based)

Prerequisites: MATH 2221 and PHYS 2221

Corequisites: MATH 2222 and PHYS 2232

A continuation of PHYS 2221 including topics of

electric 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. Lab PHYS 2232 must be taken concurrently.

PHYS 2231 College Physics for 1 credit
Scientists & Engineers Lab I

Corequisite: PHYS 2221

Lab must be taken concurrently with PHYS 2221

College Physics for Scientists and Engineers I.

PHYS 2232 College Physics for 1 credit
Scientists & Engineers Lab II

Prerequisite: PHYS 2221

Corequisite: PHYS 2222

Lab must be taken concurrently with PHYS 2222 College Physics for Scientists and Engineers I.

PHYS 2240 Elementary Modern 4 credits
Physics

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 3 credits
(The American Democracy I)

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 3 credits
(The American Democracy II)

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 it

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.

PRACTICAL NURSING - PRAC

PRAC 1200 Pathophysiology *2 credits*

Prerequisite: Acceptance into the Practical Nursing Program.

Corequisite: BIOL 2205, MATH 1135, and PRAC 1500

This course addresses the pathophysiology of selected disorders across the lifespan and the nursing implications of this knowledge.

PRAC 1300 Pharmacology *2 credits*

Prerequisite: BIOL 2205, MATH 1135, PRAC 1200 and PRAC 1500

Corequisite: BIOL 2206 and PRAC 1600

This course introduces the nursing student to the pharmacologic practice of the licensed practical nurse.

PRAC 1500 Practical Nursing Concepts I *5 credits*

Prerequisite: Acceptance into the Practical Nursing Program.

Corequisite: BIOL 2205, MATH 1135, and PRAC 1200

This course introduces the Practical Nursing student to nursing care of the patient with normal findings.

PRAC 1600 Practical Nursing Concepts II *5 credits*

Prerequisite: BIOL 2205, MATH 1135, and PRAC 1200, and PRAC 1500

Corequisite: BIOL 2206 and PRAC 1300

This course will guide the Practical Nursing student to develop nursing knowledge and skill related to wellness, health promotion, and to care for the patient with basic chronic conditions.

PRAC 1700 Practical Nursing Concepts III *7 credits*

Prerequisite: BIOL 2205, BIOL 2206, MATH 1135, PRAC 1200, PRAC 1300, PRAC 1500, and PRAC 1600

Corequisite: ENGL 1101

This course will guide the Practical Nursing student to develop nursing knowledge and skill related to wellness, health promotion, and to care for the patient with acute and chronic conditions.

PSYCHOLOGY - PSYC

PSYC 1104 Industrial Psychology *3 credits*

Prerequisite: None - Introduction to Psychology is recommended.

This course is designed to give broad overview of the field of industrial psychology.

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*

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 or equivalent

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 1101 Fundamentals of Respiratory Care 5 credits

Prerequisite: Acceptance into Respiratory Care Program

Corequisite: RESP 1102

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

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, & 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 and performing bedside spirometry and full pulmonary function testing. 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, & 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 2204 Pediatrics & Neonatal *3 credits*

Prerequisite: RESP 1107, RESP 1110, RESP 1115, RESP 1117 and MATH 1135

Corequisite: RESP 2205 and ENGL 1101

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 development of the fetus, high-risk pregnancies, and finally the role of respiratory therapists in labor and delivery setting.

RESP 2205 Critical Care I *6 credits*

Prerequisite: RESP 1107, RESP 1110, RESP 1115, RESP 1117 and MATH 1135

Corequisite: RESP 2204 and ENGL 1101

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 *7 credits*

Prerequisite: RESP 2204 and RESP 2205

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 *1 credit*

Alternative Settings

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 credits*

Principles of Real Estate is an introductory course for the pre-licensing requirements of the Ohio Real Estate Salesperson Exam. It provides an overview of the real estate industry and a study of sales agent principles and practices. It introduces basic real estate concepts, terminology and operations. This course is required for the Ohio licensing exams.

REST 1173 Real Estate Law *3 credits*

This course teaches Ohio and federal law as it relates to the real estate industry. This course is required for the Ohio licensing exams.

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 1190 Real Estate Licensing Review *2 credits*
Prerequisite: REST 1171, REST 1173, REST 2271, and REST 2272 OR REST 1171, REST 1173, REST 2275

This online course is designed as a review tool for the Real Estate student in preparation for the Ohio Real Estate Salesperson's License examination, to aid students in recalling: Principles of Real Estate; Real Estate Law; Real Estate Appraisal; and Real Estate Finance. It affords the student practice and improvement in test-taking skills.

REST 2274 Real Estate Brokerage *3 credits*

This course provides an overview of real estate brokerage operations.

REST 2275 Real Estate Finance & Appraisal *3 credits*

Real Estate Finance and Appraisal 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. REST 2275 also 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.

REST 2276 Property Management *3 credits*

This course offers an overview of the property management profession. The course explores daily issues facing practitioners, such as maintenance, accounting, administrative, the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, reports, habitability laws, the Fair Housing Act, and legal activities. In addition, up-to-date content on federal regulations, such as civil rights, fair housing, ADA issues, and environment concerns are covered.

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 1121 Cultural Geography *3 credits*

A systematic survey of human global settlement, their interaction with and impact on the environment, and the socio-historical expansion of spatial, cultural, political, and economic activities.

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 *3 credits*

This course will provide an overview of the criminal justice system by examining legal and political institutions as well as the behavioral nature of crime. The role of law enforcement, the courts, and corrections will be analyzed through the development of case law and practical application.

THEATER - THEA

THEA 1101 Acting Studio *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 Studio *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*

Prerequisite: THEA 1131 or Permission of Instructor

This course is a continuation of the study of acting and the actor. Emphasis will be placed on developing the actor's instrument (voice and body), ensemble work, improvisation, pantomime, monologue and scene performance. Students will also explore different acting techniques and styles. 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 1150 Stage Makeup *3 credits*

This course focuses on the history of makeup and basic approaches to applying makeup for the stage and screen. Makeup supplies will be studied as well as techniques for corrective, old-age, character, stylized and special effects makeup.

THEA 2204 Advanced Theatre Studio *3 credits*

Prerequisite: Permission of Instructor

Students will participate as actors, designers or crew members in a Southern State Community College Theatre production. Areas of production include: acting, stage management, dramaturgy, publicity, house, lighting, sound, set, props, costumes and makeup. An audition or interview is required. This course may be taken three times for credit (with permission of instructor/director) and may be repeated thereafter without credit.

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 or Permission of Instructor

This course is a continuation of the study of acting and the actor. Emphasis will be placed on developing the actor's instrument (voice and body), ensemble work, improvisation, pantomime/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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NeCole Davis, Assistant Accounting Specialist
A.A., Southern State Community College

Mark Grooms, Maintenance, Central Campus

Bryan McComas, Maintenance Superintendent,
Central Campus

Debra L. Pettyjohn, Accounting Manager
A.A.B., Southern State Community College

Kathy Pierson, Assistant Treasurer

Brian Smith, Maintenance, Fayette Campus

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A.S., Southern State Community College;
B.S., Southern New Hampshire University

Katherine Honeycutt, Office Associate
B.S., Morehead State University

Mindy Markey-Grabill, Director of Human Resources; B.S., Miami University; M.B.A., Xavier University; Senior Professional in Human Resources (SPHR), SHM-SCP

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Justin Hamilton, Technology Specialist

Katy Markey, Information Systems Coordinator
B.A., Miami University

Brian Rice, Executive Director of Information Technology; A.A.S., Sinclair Community College; B.S., City University of Seattle; M.S.Ed., University of Nebraska at Kearney; MSIS, Minot State University

Robert Snellman, Information Technology Manager
A.A.B., Southern State Community College;
B.S., Bellevue University

Jessica Steadman, Data Coordinator
A.S., Southern State Community College

Cathy Zile, Academic Technology Support Specialist
A.A.S., Southern State Community College

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A.A., Southern State Community College; B.A., Wilmington College

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A.A.B., Southern State Community College

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Cindy Bloom, Financial Aid Assistant

Peggy Chalker, Dean of Articulation and Transfer & Interim Director of Student Success; B.S., M.Ed., University of Cincinnati; Ph.D., American University

April Crank, Financial Aid Specialist
A.A.S., Southern State Community College

Sheila Fawley, Data Coordinator

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A.A., Southern State Community College; B.A., Wilmington College

Molly Jordan, Disabilities Coordinator
A.A.S.; B.S., Ohio University; M.A., Xavier University

Brenda R. Landis, Academic Advisor
B.A., The Ohio State University

Sherry MacDowell, Administrative Assistant
A.A.B., Southern State Community College

Jeanna Morgan, Assistant Registrar
A.A., Southern State Community College

Linda E. Myers, Director of Financial Aid
A.A., Southern State Community College

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B.A., Wilmington College; M.S., Shawnee State University

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B.S., Wilmington College

Amanda Thompson, Registrar
A.A.B., Southern State Community College

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B.S., Morehead State University

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C.D.L.

Thomas Dugan, Truck Driving Academy Instructor;
C.D.L.

Anthony Evans, Truck Driving Academy Instructor;
C.D.L.

Kim Fitzpatrick, Administrative Assistant
A.A.B., Southern State Community College

John Smith, Truck Driving Academy Training
Manager; C.D.L.

Jeff Tackett, Truck Driving Academy Instructor,
C.D.L.

FACULTY

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B.S.Ed., Ohio University; M.A., Roosevelt University

Jim Barnett, Assistant Professor, Engineering
A.A.S., Southern State Community College;
B.S., Franklin University

Julia Basham, Associate Professor, Business,
Computer Science; B.S., Oakland City University;
M.Ed., Jones International University

Jody Bishop, Associate Professor, Sociology
B.A.; M.A., Morehead State University

Kami Campbell, Associate Professor, Nursing
L.P.N., Southern State Community College; A.D.N.,
Southern State Community College; B.S.N., Ohio
University; M.S.N., Ohio University; D.N.P., Otterbein
University; RN; FNP-BC

Linda Chamblin, Associate Professor, General
Studies, Mathematics; B.A., Wilmington College; M.S.,
Wright State University

Russel Clark, Assistant Professor, Physics
B.S., Wright State University; M.S., Wright State
University

Chyane Collins, Associate Professor, Respiratory Care
A.A.S., Kettering College of Medical Arts; B.S.,
Franklin University; M.B.A., University of Phoenix;
R.R.T., R.C.P.

Kelly Colliver, Associate Professor, Nursing
B.S.N., University of Cincinnati; M.S.N., Otterbein
University; D.N.P., Otterbein University; RN; FNP-BC

Jamie Compton, Instructor, Medical Assisting &
Allied Health; A.A.S., Southern State Community
College; CMA (AAMA)

Sarah Crump, Associate Professor, General Studies,
English; B.A., Kent State University; M.A., Cleveland
State University; M.F.A., National University

Nikki Dato, Instructor, Respiratory Care
B.S., The Ohio State University

K. Jon Davidson, Associate Professor, General Stud-
ies, Mathematics; A.A., St. Petersburg Junior College;
B.S., Florida State University; M.S., University of
Southern California

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& Allied Health; A.T.S., Southern State Community
College; CMA (AAMA), RMA (AMT)

Terry Flum, Associate Professor, General Studies,
Biology; B.S., M.S., University of Minnesota; Ph.D.,
University of Tennessee

Melanie Foxx, Instructor, Nursing
A.A.S., Southern State Community College; B.S.N.,
Ohio University; M.S.N., Grand Canyon University

Bruce Fugate, Associate Professor, Nursing
A.A.S., Southern State Community College; B.S.,
Franklin University; M.S.N., University of Phoenix;
RN; EMT-P

David Garippa, Assistant Professor, General Stud-
ies, Biology; B.S., Bob Jones University; M.S., Abilene
Christian College; Ph.D., University of Louisville

Lucinda Gibson, Instructor, Medical Assisting &
Allied Health; A.A.S., Southern State Community
College; CMA (AAMA); PBT (ASCP)

Melissa Gillespie, Associate Professor, Nursing A.D.N., Southern State Community College; B.S.N., Ohio University; M.S.N., University of Cincinnati; RN; CNM

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Doug McKay, Assistant Professor, General Studies, History; B.S., The Ohio State University; M.A., Wright State University

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Toni Penwell, Assistant Professor, General Studies, English; A.A.S., Southern State Community College; B.A., Wilmington College; M.A., Wright State University

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Kelly Schradin, Assistant Professor, General Studies, Biology; A.S., Southern State Community College; B.S., Wilmington College; M.S., Wright State University

Amer Shaw, Assistant Professor, General Studies, Mathematics; B.S., University of Oklahoma; M.S., Eastern Texas University

Tina Sicurella, Assistant Professor, Nursing B.S.N., University of Cincinnati; M.S., Wright State University

Brian Siemers, Assistant Professor, General Studies, Fine Arts; B.S., Indiana University; M.A., Youngstown State University; D.M.A., University of Cincinnati

Tom Smith, Associate Professor, Agriculture B.S., Wilmington College; M.S., Virginia Polytechnical Institute & State University

Becky J. Storer, Associate Professor, General Studies, Education; B.A., Wilmington College; M.Ed., Bowling Green State University

Donald A. Storer, Instructor, General Studies, Chemistry; B.S., Morehead State University; M.S., Bowling Green State University; Ph.D., Miami University

Deema Tackett, Assistant Professor, Nursing ADN, A.A.S., Southern State Community College; B.S.N., Wright State University; M.S. Otterbein University; CNL

Jeff Tumbleson, Associate Professor, Business, Economics; A.A.B.; B.S., Shawnee State University; M.B.A., Morehead State University

Jeffrey Wallace, Associate Professor, General Studies,
English; B.A., Ohio University; M.A., M.F.A., Indiana
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Studies, Mathematics; B.A., M.S., University of
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Teresa J. Grooms, Nursing
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M.S.N., Otterbein College

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B.A., Urbana College; M.A., University of Dayton;
Ph.D., Ohio University

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